



SMA Educational Assistance Criteria & Application Procedures

Background of Program

AAFAME was founded to promote the professionalism of member maintenance engineers. To this end, the Board of Directors of AAFAME have determined that providing financial assistance to members in BOMA SMA courses would be a major contribution to this goal. Therefore, the Board of Directors has determined that AAFAME will provide such assistance when finances permit, up to three courses each year.

Criteria for Scholarship Assistance Eligibility

- Be currently employed as a maintenance engineer in the Austin metropolitan area.
- Be a current member of AAFAME.
- Submit a letter from employer that states that the applicant's job, company policies, etc. do not allow the company to reimburse for this schooling.
- Must have long-term career plans in the field.
- One scholarship per SMA class offered by BOMA will be available, up to three per year.
- Scholarship recipients will be eligible for financial assistance for only one course per year unless no other qualified applications have been made for subsequent courses.
- If recipient is enrolling in first SMA course, a \$150 enrollment fee is levied by BOMA. Recipient will be expected to personally pay the enrollment fee.
- Submit a letter of recommendation from an AAFAME maintenance engineer member.
- Must satisfactorily complete course for which assistance was provided or recipient shall repay cost of financial assistance. Application procedures will include a personal note for the amount of the course. Said note will be returned to the applicant upon presentation of a passing score in the course for which assistance was provided.

Previous Training Accomplishment In Related Skills

References

PERSONAL

Name: _____ Company: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

BUSINESS

Name: _____ Company: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Attachments

1. Letter of recommendation from employer.
2. Letter from employer that outlines why you are not eligible for company payment for the SMA courses.
3. Letter of recommendation from another building engineer.

Note. Members approved for scholarship will pay for first class up front and then AAFAME will reimburse when the course is satisfactorily completed (passing grade). Up to three per year to be awarded to members approved by the board.

I believe the above information to be true. I hereby apply for Austin Association of Facility and Maintenance Engineers educational assistance.

Signature: _____ Date: _____

**Return application to: Fax 317-534-1763 or email: amy@aafame.org
AAFAME ~ PO Box 203173 ~ Austin, Tx 78720**