

St. Mary's College of Maryland

Career and Professional Development Endowed Scholarship Fund

Continuing Education Request Form

Eligibility:

All non-Exempt employees (as defined in the St. Mary's College of Maryland Employee Handbook) who have been employed at the college for at least one full year.

- Scholarship aid can be applied to tuition, laboratory fees, books, equipment, and/or related travel costs.
- Examples of qualifying professional development training include CSM or online classes, conferences, professional certification classes, etc...
- Evidence of course completion will be required after awarded

Format:

St. Mary's College encourages staff to attend classes, training, and workshops to increase knowledge and skills to better serve the campus community. Every effort will be made to accommodate requests within schedule and budget constraints.

Complete the attached form and return to Faye Graves, afgraves@smcm.edu. Nominations are reviewed by the Awards Committee and awarded as they see fit per the MOU.

Name (Print): _____ Dept.: _____

Class/Training/Workshop Title: _____

Class/Training/Workshop Date/Duration: _____

Estimated Costs: _____

A short description of how you think this continuing education will help improve your service to the Campus community.

Recipient: _____ Date: _____

Supervisor: _____ Date: _____

Awards Committee Chair: _____ Date: _____