

San Antonio



Scholarship and Educational Assistance Application for Courses Related to Property Maintenance

Association of Building Engineers

Background of Program

In 2006, SAABE's Board of Directors approved the creation of a program to provide scholarships and educational assistance to SAABE members for participation in courses related to property maintenance (especially SMT/SMA* programs offered by the BOMI Institute).

* Systems Maintenance Technician and Systems Maintenance Administrator

Scholarship and Educational Assistance Eligibility Criteria

- Applicants must be regular members of SAABE and hold a position in the field of building maintenance. The place of business must be within the San Antonio geographical area.
- Applicants must submit a letter of recommendation from their supervisor, manager, or owner which states that company policies do not allow the company to fund the entire cost of courses, or that company policy will not reimburse the employee for classes until completion. The letter should detail the degree (if any) of assistance the company will provide.
- Applicants must have long-term career plans in building engineering/maintenance and must have at least two years of experience in the field.
- For the SMA/SMT Program (Systems Maintenance Technician/Administrator): If not previously enrolled in the SMA/SMT program, the recipient is responsible for payment of the one-time enrollment fee (currently \$175). For non-SMA/SMT courses, the applicant will be responsible for 15% of the course cost. This expenditure is not necessary to apply for a scholarship, but, if approved, it must be paid at the time of program registration.
- Applicants must complete an application form and write an essay (minimum 100 words, maximum 500 words) about their career plans and why they are deserving of the scholarship. This essay can also include any special circumstances the applicant would like the Scholarship Committee to consider.
- Each award covers one course. With each additional course taken, reapplication is necessary. Recipients must complete and pass each course to be eligible for subsequent scholarships. Should your company reimburse you for the cost of the course after course completion, that reimbursement is due to SAABE.
- Incomplete applications will not be considered and will be returned to the applicant for further details.

Personal Data

Name: _____ Home Phone: _____

Mailing Address: _____

City/State/ZIP: _____

Name of Course: _____

If not an SMA/SMT Course, name of training company, contact information (including website if available), and cost of course (including application/registration fees):

Are you a past recipient of a scholarship from SAABE? Yes No

(If yes, please attach proof of course completion with a passing grade.)

Professional Data

Employer: _____

Employer's Address: _____

City/State/ZIP: _____

Job Title: _____

Immediate Supervisor: _____ Phone: _____

Manager or Owner: _____

Length of employment (at current location): _____

(If less than two years, attach similar information for previous employer.)

Brief description of job responsibilities: _____

Education and Academic Achievements

1) Other Industry Courses Taken (attach additional sheet if necessary):

Name of Course: _____

Date Taken: _____

2) College/University:

Institution: _____

Major: _____ Degree: _____

Date Earned: _____

Education and Academic Achievements (continued)

3) Professional Designations Earned (attach additional sheet if necessary):

Designation: _____

Date Earned: _____

4) Licenses and Certificates (attach additional sheet if necessary):

Name of Certificate/License: _____

Date Earned: _____

Two Business/Professional References

Name: _____ Phone: _____

Address: _____

Building/Company: _____

City/State/ZIP: _____ Years of Relationship: _____

Name: _____ Phone: _____

Address: _____

Building/Company: _____

City/State/ZIP: _____ Years of Relationship: _____

Required Attachments:

1. Letter of recommendation from employer or supervisor. This letter should also include a statement of the employer's educational reimbursement policy and state that the applicant is not eligible for employer reimbursement (or not eligible until course completion).
2. Essay (100-500 words) on the applicant's career plans and why the applicant is deserving of the scholarship, along with any special circumstances.
3. If applicable, proof of passing previous courses which were funded through a SAABE scholarship.

Signature: _____ Date: _____

I understand that should my company reimburse me for the cost of the course after course completion, that reimbursement is due to SAABE.

Return completed application and attachments to:

SAABE
PO Box 780785
San Antonio, TX 78278

Please call SAABE at 210-408-1699 if you have any questions about the program or this application.