

# **Policies and Procedures for Scholarships Sponsored by the Tai Chi Foundation**

Revised May 2024

Thank you for apprenticing to teach the Tai Chi curriculum of the Tai Chi Foundation. We want to help make it possible for you to meet the training requirements so that you can go forward to teach Tai Chi for humanity's wellbeing.

## **A. Tai Chi Foundation (TCF) Scholarships**

1. Purpose: TCF scholarships are awarded primarily to enable more people to complete apprenticeship trainings to become teachers of the TCF curriculum.
2. Scope: The TCF provides scholarships for apprenticeship trainings in the US, UK, and Europe. The established Bernie Dushman Scholarship Fund receives earmarked donations, and the fund may be supplemented by other TCF funds.
3. Funding limits: TCF scholarships may be awarded to cover full or partial costs for tuition, travel, lodging and food at apprenticeship trainings. The amount of each scholarship depends on the costs incurred, the financial need of the applicant, and the scholarship fund balance at the time of the award.

Prior to every major summer or winter or regional training offering apprenticeship trainings, the Scholarship Committee will review funds currently available, consider the applications it has received (or expects), and determine if a request for additional funds needs to be sent to the Board for consideration and approval/denial.

4. Eligibility: Scholarship awards are directed to persons working to complete apprenticeships to teach levels of the TCF curriculum.

Ineligibility: Members of the TCF Board and members of the scholarship committee appointed by the Board are not eligible while serving on the Board or scholarship committee.

5. Priorities: Priority for scholarships is for people working to complete apprenticeships to teach elements of the TCF curriculum; highest priority is for apprentices completing the requirements to serve as teachers of the Beginning Level curriculum.
6. Reimbursement: Tuition scholarships will preferably be remitted to the apprenticeship training sponsor. If an applicant has already paid tuition, then the share covered will be remitted to the awardee. Reimbursement for travel and lodging will follow the TCF Policies and Procedures Manual.

**B. Application process:**

1. Complete and submit the application form available either on-line at the TCF website (<https://www.taichifoundation.org/scholarships/>), or by request to the address below. Forms may be submitted by email to the Scholarship Committee: [scholarships@taichifoundation.org](mailto:scholarships@taichifoundation.org)  
Subject line: Scholarship Application

Or by regular mail to:

Tai Chi Foundation

P.O. Box 575

Midtown Station

New York, New York 10018

2. The applicant needs to submit a Letter of Intent specifying their progress with apprenticeship trainings, including their opportunities to complete the required co-teaching. Access to a mentor should be described. Details of the apprenticeship training they intend to complete must be provided, including whether they have already registered and paid.
3. The applicant needs to request a Letter of Recommendation from the senior teacher of their local School, or from a senior teacher they have had opportunities to work with. The form included in the application packet may be used.
4. The Scholarship Committee will collect and review all application materials.
5. An Application may be submitted following the opening date of registration for the training of interest until forty (40) calendar days prior to the first day of the training. Scholarship awards will be announced, i.e., applicants and training organizers notified, at least thirty (30) days prior to the first day of the training.

An application submitted less than forty (40) days prior to the first day of the training may be reviewed if funds remain available, with approval of the TCF Board; applications received less than fourteen (14) days prior to the start of the training will not be considered.

6. There is no limit to the number of times a person may apply for scholarships, but no one may receive more than two (2) scholarships in a calendar year, or three (3) scholarships in three (3) consecutive years. The scholarship committee may consider the number of prior scholarships an applicant has received in awarding a scholarship when available funds are limited.

**C. Disposition of applications:**

1. Applications and supporting materials will be date/time stamped when received by the Scholarship Committee and will be reviewed in the order in which received.
2. The chair of the Scholarship Committee will notify each applicant by email when all their application materials have been received by the committee and when to expect disposition of the application.

3. Scholarship committee members should send recommendations on the disposition of an application to the committee chair within 72 hours of receipt of the application. Disagreement(s) among members of the committee on the disposition of an application will be resolved by negotiation among the committee chair and the committee members communicating via email and/or by telecon. The chair and the committee members will strive to dispose of an application within five (5) business days of the date a complete application is received by the chair.
5. Scholarship award maximum amounts will be determined by information requested in the application form for the number of people in the household of the applicant and the household gross income (see the application form).
6. The TCF Board, in response to a recommendation from the Scholarship Committee, may either add additional funds to the scholarship fund, limit the amount of scholarship funds available to a specific training to reserve funds for scholarships for subsequent trainings, or reduce the amount of any awards.

#### **D. Distribution of scholarship funds**

1. If a scholarship recipient registered and paid tuition prior to receiving notification of the scholarship award, the organizers of the training will refund the *scholarship award amount* to the awardee immediately following notification of the scholarship award. Any additional refund due the recipient, regardless of amount, justification or purpose, is the responsibility of the training.
2. If a scholarship recipient has not completed registration for a training, or has registered but not paid the tuition, the scholarship amount will be made known to the awardee and to the organizers of the training, and that amount will be deducted from the amount due from the recipient for the training.
3. Scholarship awards will be sent to the training organizer(s) by TCF as soon as practical following the first day of the training.