

Policies and Procedures for Scholarships
Sponsored by the Tai Chi Foundation

A. Tai Chi Foundation (TCF) Scholarships

1. Purpose: TCF scholarships are awarded to enable more people to learn the principles and practice of tai chi through TCF sponsored trainings.
2. Scope: The TCF, through the Bernie Dushman Scholarship Fund (BDSF), provides scholarships for TCF sponsored trainings in the United States and Europe.
3. Funding limit: The amount of each scholarship depends on the cost of attending a training, the financial need of the applicant, and the funds available at the time of the award.
4. Eligibility: Any person attending a TCF sponsored training for which there is a defined tuition cost. Members of the TCF Board, members of the scholarship committee appointed by the Board, and employees of the TCF are not eligible while serving on the Board or scholarship committee, or while employed by TCF.
5. Priorities: Scholarship awards are non-discriminatory, but current, active, apprentices in TCF have priority for scholarships, because fully trained apprentices help TCF meet its goals to enhance the teaching of tai chi and bring the benefits of tai chi to more people.

B. Application process:

1. Complete and submit the application form available either on-line at the TCF website (<http://www.taichifoundation.org/>), or by request to the address below. Forms may be submitted by email to: finance@taichifoundation.org: (Subject line: BDSF Scholarship Application) or by regular mail to:
Tai Chi Foundation
P.O. Box 575
Midtown Station
New York, New York 10018
2. The applicant's TCF instructor or training coordinator for the training of interest should submit a letter of intent (LOI: form available on-line and by request, as in B.1.) verifying registration, or intent to register. The LOI cannot be completed by a family member of the applicant. The letter of intent may be submitted by email (subject line: BDSF letter of intent) or regular mail as in B.1. The LOI may also include a narrative from the contact person providing information to the scholarship committee supporting the application.

3. The TCF office will scan applications and/or letters of intent submitted in hard copy and forward electronic versions of completed applications to the chair of the TCF scholarship committee.
4. An Application may be submitted following the opening date of registration for the training of interest until forty (40) calendars 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 in the BDSF not allocated for other trainings and with approval of the TCF Board, however, applications received less than fourteen (14) days prior to the start of the training will not be considered.
5. 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 will be date/time stamped when received by the chair of the scholarship committee and will be reviewed in the order in which received.
2. The chair of the scholarship committee will notify each BDSF applicant by email when all his/her application materials have been received by the committee and when to expect disposition of the application.
3. The chair of the scholarship committee will forward properly completed and submitted applications to the members of the committee for review and recommendations.
4. 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 BDSF application form).

6. Current, active apprentices in TCF will have priority for scholarships. For apprentices and all others, scholarships will be awarded on a first come/first served basis until funding is fully expended. The TCF Board, in response to a recommendation from the scholarship committee, may either limit the amount of scholarship funds available to a specific training to reserve funds for scholarships for subsequent trainings, or reduce the percentage of full tuition in each award. If the latter action is taken, all awards at a given percentage level will be reduced equally.

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.

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