



Scholarship Policy

Introduction

Washington English Center (WEC) is committed to improving the lives of the immigrant community by providing affordable English language instruction and workforce development assistance. To further this mission, WEC administers funds to provide scholarships to individuals. These scholarships can be applied to fall, winter or spring term classes at Washington English Center.

Application and Nomination Process

In addition to self nomination, prospective students can be nominated for scholarships by partner organisations, members of the board, staff, or volunteer teachers/tutors. Applicants for scholarships are required to come to the student services office and complete an application. Further, applicants are required to submit any supporting documentation that may be deemed appropriate to determine eligibility.

Returning students must submit scholarship requests before the start of term. Scholarship applications from new students will be accepted on a rolling basis.

Nomination by Partner Organisations

Applicants presenting a letter signed by a representative of a partner organization shall be granted scholarship funding without need of further supporting documentation.

Selection Criteria

Scholarships will be granted on a first come, first served basis as funding permits. Criteria for selecting scholarship recipients may include but are not limited to the following:

- Level of income;
- Number of dependants;
- Ability and motivation to complete the term;



- Prior attendance record; and,
- Prior scholarship approval

Approval for full or partial funding may be granted at the manager level in discussion with Executive and/or Student Services Directors. Student services associates should escalate all scholarship requests to the student services manager or director.

Terms and Use

Scholarships for summer conversation courses are unavailable at this time. Funds may be applied to a single fall, winter or spring term only. Scholarship renewal is not automatic and students seeking funding for additional study shall complete and submit updated applications for each term. Supporting documentation may be requested with each new application. Additionally:

- Scholarship recipients are expected to maintain at least 85% attendance for the duration of their scholarship term and absences must be reported to the student services office.
- Scholarship recipients should work with the employment services department to help in the location of employment or to be assisted in finding more senior employment opportunities.
- To assist in the furtherance of our mission to help those in the most need, recipients are expected to report changes in employment status and/or ability to pay tuition costs out-of-pocket.

OSSE

Students approved for full or partial scholarships will be designated OSSE students and shall complete all forms and testing as required by the Office of the State Superintendent of Education.

Record keeping



All records used in consideration of scholarship eligibility, irrespective of success in that regard, will be maintained by the student services office. Documents will be held confidential and will not be used for any purposes other than intended.