



WPTA Scholarship Guidelines

1. The applicant must be a member of the Washington Public Treasurers Association.
2. Scholarship funds are provided (as funding is available) for the annual WPTA conference and the annual APT US&C conference.
3. Scholarship funds for the WPTA conference are available for registration, travel, and hotel accommodations. APT US&C Conference scholarships are awarded first for registration, then lodging and/or travel. A maximum of \$750 is awarded for this conference. Entities are strongly encouraged to provide a portion of the funding to be used in conjunction with scholarships for these conferences.
4. All scholarship applications must be received by the Scholarship Committee no later than the established deadline (typically 60 days) prior to the event for which the application will be considered. However, applications received after the deadline will be reviewed on a case-by-case basis.
5. Applications may be faxed, emailed or mailed to the Scholarship Committee, provided they are received by the deadline. They must be complete and signed by the appropriate parties. Incomplete applications will not be accepted.
6. Only one scholarship will be awarded per entity per year. Entities may submit for a scholarship each year, however individual employees of the entity will be awarded scholarships a maximum of two consecutive years. Contact a Scholarship Committee member for further information.
7. Generally, scholarship awards will be granted to an individual no more often than two consecutive years regardless of the entity of employment.
8. The Scholarship Committee Chair shall strive to notify all applicants of their award status no later than 30 days prior to the event.
9. Applicants should notify the Scholarship Committee of cancellations at least two weeks prior to the event so that scholarship funds may be re-directed. Scholarship awardees who are no-shows may be deemed ineligible for future awards.
10. *Scholarship recipients must sign in on the CPE sheets available to attendees at each conference or training session.* Failure to sign in may result in disqualification of all or a portion of the scholarship amount.
11. Scholarship funds are distributed as a reimbursement of expenses. Receipts must be provided to the Scholarship Committee Chair within 60 days following the event to receive reimbursement. Requests received after 60 days may be denied. More details will be provided in the notification of scholarship award.