

UNDERGRADUATE TUITION REIMBURSEMENT APPLICATION



11880 College Blvd., Suite 450, Overland Park, KS 66210 www.armaedfoundation.org

Applicant Information

Name _____

Address _____ City/Town/Village _____ State/Province _____ Zip/Postal Code _____

Phone: _____ E-mail Address: _____

Name of School Attending: _____

Address of School: _____

Application Requirements

Note: No past awardees may apply.

Please include the following materials with your application:

1. Evidence of being a current member in good standing of ARMA for at least one year.
2. Evidence that you are currently employed as a RIM professional and have been employed for at least one year. Evidence of employment includes a letter, on official letterhead, from your supervisor acknowledging your position in the organization.
3. Evidence that you are enrolled in an accredited college or university program leading to a degree.
4. A transcript indicating you have completed, with a minimum grade of B, courses toward your undergraduate degree during at least two semesters.
5. The course description of the course for which you are applying for tuition reimbursement. Course(s) must be RIM-related, or demonstrably relevant to a RIM career (e.g., budget and finance, human resources contracts, leadership, IT, etc.).
6. A one-page description of how taking the course(s) will help you in your RIM career. (Only one page will be read and considered.)

Applicants are required to identify any relation to a current AIEF Board of Trustee member or AIEF Committee member. Are you related to any current member of the AIEF Board of Trustees or AIEF Committee? Yes No

If yes, please identify the Board member and your relationship to him/her:

Agree to the terms and conditions of the AIEF Undergraduate Tuition Reimbursement award:

I certify that all of the information contained in my application form is accurate to the best of my knowledge. I consent to the review and release of this application to the appropriate persons of the ARMA International Educational Foundation.

Signature _____ Date (mm/dd/yy) _____

Applications for Undergraduate Tuition Reimbursement are due no later than August 15, 2015.

Submit all applications to: Linda Small
ARMA International Educational Foundation
11880 College Blvd., Suite 450
Overland Park, KS, 66210
Fax: 913.341.3742
E-mail: admin@armaedfoundation.org

Questions? Contact the above e-mail address or phone +1 913-312-5563.