



# ANTHONY W. SMITH SCHOLARSHIP

## Criteria & Procedures

### **About the Scholarship Program**

IREM® Hampton Roads Virginia established the Anthony W. Smith Scholarship to encourage and promote the attainment of certification to further the career development of real estate professionals. The program honors Anthony W. Smith, CPM® CCIM®, and his commitment to the cause of education and professional development in the real estate industry.

The scholarship is designed to provide support to individuals, who are not currently supported by their employer, in the pursuit of attaining the CERTIFIED PROPERTY MANAGER® designation, ACCREDITED RESIDENTIAL MANAGER® certification, or ACCREDITED COMMERCIAL MANAGER certification through participating in the following:

- CPM® Qualification Courses
- ARM® Qualification Courses
- ACoM Qualification Courses
- (Or, if the foregoing courses cease to exist, comparable real estate management certification courses)

### **Administration and Authority to Confer**

The administration of this program is conducted by the IREM® Hampton Roads Virginia Executive Council, which has complete and final authority to confer or revoke scholarships, make other decisions pertaining to the investment of funds in the scholarship program, which funds and the earnings thereon shall be used solely for the scholarships granted hereunder, and determine the specific courses recipients may attend under this program. Applications will be evaluated each May and November, and scholarships will be awarded each year in June and December.

### **Tuition waiver for IREM course**

The Anthony W. Smith Scholarship provides each recipient with tuition for any IREM® course or tracks not to exceed \$1,500. IREM®'s home study and online courses are also eligible; however, completion must be made within six months of receipt of materials. Confirmation of completion of any course must be submitted within three months following completion. The scholarship must be used for tuition. However, there are funds available to supplement overnight stay.

### **Hotel and Travel Expense**

The overnight hotel stay/travel policy will enable scholarship recipients to supplement hotel & travel costs while attending IREM courses or tracks. The costs are reimbursed after the training and will only be reimbursed upon providing the scholarship chairperson with an original detailed hotel receipt and travel expense receipts that will include dates of stay and all charges on the account and travel expense receipts (airline ticket, car rental receipts, ride share receipts). Overnight hotel stay is limited to the night before

the class commences through the night before the class ends and is limited to \$150/night. Travel reimbursements (airline ticket, car rental, ride share) are limited to \$500.

### **Chapter Responsibilities**

The recipient must be a member of IREM® Hampton Roads Virginia and in good standing. The recipient must attend 50% of the chapter activities or the scholarship shall be revisited and is subject to being revoked. The chapter will also provide the scholarship recipient with a mentor to assist the recipient in achieving the designation.

### **Eligibility**

Applicants for the scholarship must apply through IREM® Hampton Roads Virginia. To be eligible for the Anthony W. Smith Scholarship, an individual must meet all of the criteria listed below:

- Be a member of IREM® and IREM® Hampton Roads Virginia.
- Be of legal age in the state of Virginia.
- Be currently employed or attending an accredited university as a Junior or Senior full time in some aspect of the real estate management field.
- Tuition reimbursement from their current employer must be unavailable or limited to one class per year.
- Complete and submit the following:
  1. A brief statement from the applicant explaining why he/she feels deserving of this scholarship.
  2. A completed statement from the applicant's employer confirming no educational reimbursement is available or that it is limited to one class per year.
  3. A completed recommendation form from a member of IREM® Hampton Roads Virginia.

### **Selection Criteria**

Applicants who meet the eligibility requirements will be reviewed according to the following criteria:

- The applicant must not receive any education reimbursement above one class per year from his/her employer or any other source.
- Commitment to real estate management as a career.
- Prior academic performance. The applicant must submit a high school or college transcript and/or confirmation of completing a prior IREM® course.

### **Stipulations**

Scholarship recipients are required to register for and attend a course within 12 months of being awarded a scholarship. Failure to utilize funds within a 12 month period will rescind the scholarship.

### **Application Deadline**

Applications must be submitted no later than April 30 to be considered for the June awards, and no later than October 31 to be considered for the December award.

All applications will be reviewed by the Scholarship Committee and approved by the Executive Council at the May and November Executive Council meetings.



# ANTHONY W. SMITH SCHOLARSHIP APPLICATION

This application is divided into four sections and shall be completed as follows:

- Section I – to be completed by the applicant
- Section II – to be completed by the applicant's employer
- Section III – to be completed by a member of IREM® Hampton Roads Virginia
- Section IV – to be completed by the applicant

## **SECTION I            APPLICANT INFORMATION**

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ IREM® ID#: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ CPM® Candidate:  Yes  No

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## **SECTION II            EMPLOYER CONFIRMATION**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

I confirm that this applicant is employed on a full-time basis in the real estate management field. I further confirm that tuition reimbursement to pursue the CPM® designation, ARM® or ACoM certification is limited to one class per year or is unavailable from the employer at this time.

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION III                  CHAPTER MEMBER RECOMMENDATION**

Why do you recommend this individual for the Anthony W. Smith Scholarship Program?

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Name of Chapter Member: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**SECTION IV                  APPLICANT'S STATEMENT**

Name of Applicant: \_\_\_\_\_

Statement on Why You Should Be Considered for the Scholarship: \_\_\_\_\_

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- 1) Course or Track of Interest: \_\_\_\_\_
- 2) Anticipated Registration Costs: \_\_\_\_\_
- 3) Have you received Chapter funding in the past?  Yes  No
- 4) If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
- 5) Are Chapter dues current? \_\_\_\_\_
- 6) Which designation are you pursuing or trying to earn? \_\_\_\_\_  
\_\_\_\_\_
- 7) Have you received IREM® Foundation funding in the past?  Yes  No
- 8) If yes, which scholarship or grant did you receive? \_\_\_\_\_  
\_\_\_\_\_
- 9) When did you receive this funding? \_\_\_\_\_
- 10) Amount of funding received: \$ \_\_\_\_\_
- 11) Are you requesting supplement funds for overnight stay?  Yes  No
- 12) Is the IREM® course or track more than 75 miles from the Chapter Office?  Yes  No
- 13) Please list the location and number of hotel nights requested. \_\_\_\_\_

A high school or college transcript, resume and confirmation of successful completion of prior IREM® courses must accompany this application. The complete application including recommendations and applicant statements should be submitted to:

IREM® Hampton Roads Virginia Scholarship Committee  
1403 Greenbrier Parkway, Suite 150, Chesapeake, VA 23320  
P: 757-351-3718 | F: 757-392-9900  
[iremhrva.org](http://iremhrva.org)