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## Contents: Scholarship Programs

Effective Date: **May 2004**

Point of Contact: [Director, Human Resources and Occupational Medicine Division](#)

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- Select and notify scholarship winners.
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## Training Requirements and Reporting Obligations

This subject area does not contain training requirements.

This subject area does not contain reporting obligations.

## References

[Americans With Disabilities Act \(ADA\)](#) Web Site

[The College Board](#) Web Site

[National Center for Disability Services \(NCDS\)](#) Web Site

## Standards of Performance

Managers and staff shall work together to define needed staff development; create and offer valuable opportunities for development; and foster an open learning environment.

## Management System

This subject area belongs to the **Human Resources** management system.

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## Introduction: Scholarship Programs

Effective Date: **May 2004**

Point of Contact: [Director, Human Resources and Occupational Medicine Division](#)

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This subject area describes eligibility requirements and procedures on applying for the BSA Scholarship and Gorman-Metz Scholarship.

### BSA Scholarship Program

All BSA scholarships are awarded competitively and are renewable for up to four years of study toward an academic degree. Selection is made by an independent committee appointed by Scholarship & Recognition Programs (SRP). Thirteen scholarships are awarded to children of regular or retired employees of Brookhaven National Laboratory (BNL) without regard to ethnicity. Two additional scholarships are awarded to children of BNL regular employees who are underrepresented minorities (black, Hispanic, or Native American) provided they achieve the baseline requirements established for these scholarships. If there are no awards to underrepresented minority candidates in a given year, the remaining scholarships are awarded without regard to ethnicity.

These scholarships are granted independent of financial need and without regard to other forms of aid to the student.

Each scholarship is given in the amount of \$2,500 per year and is paid directly to the college to defray expenses normally charged against the student's account, such as tuition, lodging, and board. For commuting students, if the charges by the college to the student's account are less than \$2,500, the remainder may be paid to the student to assist in defraying commuting expenses.

### Gorman-Metz Scholarship Program

The Diversity Office administers the Gorman-Metz Scholarship Program. One scholarship is awarded annually to a child with a disability (as defined by the Americans with Disabilities Act [ADA] of 1990) of a regular or retired employee of BNL. The scholarship is awarded competitively, and is a one-time award of \$5,000 to a student matriculating toward a graduate or professional degree. (Students with disabilities attending undergraduate schools may apply. However, they will be given consideration only in years when there are no graduate applicants.) Preference is given to studies in science, engineering, and math. Scholarship applicants who wish to undertake a course of study that does not fall within the above guidelines may be deemed eligible if the course of study is approved by the Gorman-

## Metz Scholarship Committee.

Selection is made by an independent committee, from the National Center for Disability Services in Albertson, New York, that has been chosen by the Scholarship Committee.

The scholarship is granted independent of financial need and without regard to other forms of aid to the student.

The scholarship is paid to the student in the amount of \$2,500 per semester, with the maximum award not to exceed \$5,000. Recipients must be enrolled in an accredited institution of higher education in the United States, or in the case of a foreign institution, deemed by the Diversity Office to have the equivalent of a United States accreditation.

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# 1. Applying for a BSA Scholarship

Effective Date: **May 2004**

Point of Contact: [Scientific Personnel Representative](#)

## Applicability

This information applies to all regular full-time, regular, eligible part-time, or retired BNL employees who would like to apply for a BSA Scholarship.

**Note:** To verify the applicant is eligible for the BSA Scholarship, see the [Eligibility Requirements for the BSA Scholarship](#) exhibit before proceeding.

## Required Procedure

<b>Step 1</b>	Obtain scholarship application form at Reception Desk in Human Resources, Building 185.
<b>Step 2</b>	<p>Applicant completes form and has school office send it to BSA Scholarships, Scholarship &amp; Recognition Programs, P.O. Box 6730, Princeton, NJ 08541-6730. Deadline is <b>November 15</b>.</p> <p><b>Note:</b> To confirm that an application is forwarded to Scholarship &amp; Recognition Programs (SRP), detach and send the yellow copy of the application to Bonnie Hulse, BSA Scholarship Coordinator, Brookhaven National Laboratory, Human Resources Division, Building 185, Upton, NY 11973. Subsequent application materials are sent directly to applicants by the SRP.</p>
<b>Step 3</b>	<p>Applicant takes the Scholastic Aptitude Test (SAT I) of the College Entrance Examination Board (CEEB). Students may register for the SAT and order additional score reports at the <a href="#">College Board</a> Web Site.</p> <p><b>Note:</b> SAT scores taken previously (i.e., during the junior or senior year) are acceptable. If the student chooses to use scores previously obtained, notify the CEEB before November 15 of the student's senior year by visiting the <a href="#">College Board</a> Web Site or contacting them at 1-800-SAT-SCOR (1-800-728-7267).</p>

<b>Step 4</b>	When completing the score reports section of the Test Registration Card, or requesting additional score reports, the student must enter "BSA Scholarships, Code Number 9018."
<b>Step 5</b>	If the applicant decides to withdraw, he/she notifies Bonnie Hulse, BSA Scholarship Coordinator, Brookhaven National Laboratory, Human Resources Division, Building 185, Upton, NY 11973.
<b>Step 6</b>	<p>An independent committee appointed by SRP selects the scholarship winners; SRP makes all appropriate notifications.</p> <p>The criteria for selection include the following:</p> <ul style="list-style-type: none"> <li>• Secondary school academic record;</li> <li>• School recommendation;</li> <li>• Scores of the SAT I;</li> <li>• School and community activities;</li> <li>• Evidence of leadership;</li> <li>• Creativity expressed through a variety of avenues.</li> </ul>
<b>Step 7</b>	SRP forwards payment of scholarship award directly to the awardee's college.

## References

[College Board](#) Web Site

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## 2. Applying for a Gorman-Metz Scholarship

Effective Date: **May 2004**

Point of Contact: [Manager, Diversity Office](#)

### Applicability

This information applies to all regular full-time, regular, eligible part-time, and retired BNL employees who would like to apply for a Gorman-Metz Scholarship.

**Note:** To verify the applicant is eligible for the Gorman-Metz Scholarship, see the [Eligibility Requirements for the Gorman-Metz Scholarship](#) exhibit before proceeding.

### Required Procedure

<b>Step 1</b>	Obtain scholarship application form from the Diversity Office, Building 185A.
<b>Step 2</b>	<p>Applicant completes and returns form to the Diversity Office, Brookhaven National Laboratory, Building 185A, Upton, NY 11973. Deadline is <b>March 1</b>.</p> <p><b>Note:</b> Attach an essay which summarizes the objective of the applicant's education program and long-range professional goals to the application. The essay should be concise, limited to one page, and double-spaced.</p>
<b>Step 3</b>	Diversity Office forwards the completed application form to the <a href="#">National Center for Disability Services (NCDS)</a> for evaluation.
<b>Step 4</b>	<p>Independent committee makes selection of scholarship winner; NCDS notifies applicant in May.</p> <p><b>Note:</b> The criteria for selection includes academic record, references, career goals, and other factors deemed appropriate by the Committee.</p>
<b>Step 5</b>	NCDS forwards payment of scholarship award directly to the student for each of the two semesters.



## References

[National Center for Disability Services \(NCDS\) Web Site](#)

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## Definitions: Scholarship Programs

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 Point of Contact: [Director, Human Resources and Occupational Medicine Division](#)

Term	Definition
disability	<p>Under the Americans With Disability Act (ADA) of 1990, an individual with a disability is a person who:</p> <ul style="list-style-type: none"> <li>• Has a physical or mental impairment that substantially limits one or more major life activities;</li> <li>• Has a record of such an impairment;</li> <li>• Is regarded as having such an impairment.</li> </ul> <p>"Disability" covers a wide range of conditions and includes mobility, vision, hearing, or speech impairments, learning disabilities, chronic health conditions, emotional illnesses, AIDS, HIV positive, and a history of alcoholism or prior substance abuse.</p> <p><b>Note:</b> The ADA has been amended several times since its passage in 1990 and undergoes continuous interpretation in the court systems. See the official <a href="#">Americans With Disabilities Act</a> home page from the U.S. Department of Justice for the most up-to-date information.</p>

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## Eligibility Requirements for the BSA Scholarship

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Point of Contact: [Scientific Personnel Representative](#)

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To qualify for a BSA scholarship, the applicant must be:

- a) The son or daughter of a BNL employee who began regular full-time or regular, eligible part-time employment no later than the date by which the initial application must be filed, and who is employed by BNL at the time the award is announced. The sons and daughters of retired employees, or of employees who died when in regular service at the Laboratory, are also eligible. For stepchildren, eligibility will be established if the employee regularly claims the child as a dependent for income tax purposes; or if the stepchild normally resides in the employee's household, which must include the two-year period immediately before applying for a scholarship.
- b) A secondary school senior who will graduate during the current academic year and who will enter college by the following fall.

### Course of Study

Scholarships continue for up to four consecutive years, if prescribed scholastic standards are maintained. If baccalaureate requirements are completed in less than four years, or if the student enters graduate school before receipt of the baccalaureate degree, the remaining term of the original four-year scholarship may be applied against comparable expenses of a graduate degree-granting program. Similarly, a scholarship recipient who has originally undertaken a two-year program leading to an associate's degree may request that the scholarship be continued for an additional two years for attainment of a baccalaureate degree.

Scholarship applicants who wish to undertake a course of study that does not fall within the above guidelines may be deemed eligible if the course of study is acceptable to the Scholarship & Recognition Programs (SRP) and approved by the BNL Director of Human Resources.

Students who intend to pursue a baccalaureate degree in fine arts or performing arts may submit a portfolio of their work to SRP along with the other application materials. Such a portfolio must be physically compatible with the paper file held by SRP.

Recipients must be enrolled in an accredited institution of higher education in the United States or, in the case of a foreign institution, deemed by the Human Resources Division to have the equivalent of a United States accreditation.

## Maintaining the Scholarship

Each scholarship award becomes effective in the fall following the announcement of the award, when the winner has matriculated. The student retains the scholarship while working toward an associate, baccalaureate, professional, or graduate degree, and continues to retain the scholarship if he/she exhibits satisfactory academic standing, according to the college's standards.

If a recipient's studies are interrupted by illness, accident, or some other extenuating circumstance, a request may be made to have the BSA Scholarship held for an appropriate period. Any such interruption must be reported promptly to the SRP for action.

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## Eligibility Requirements for the Gorman-Metz Scholarship

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One Gorman-Metz Scholarship is awarded annually to a child with a disability (as defined by the Americans with Disabilities Act [ADA] of 1990; see [Definitions](#)) of a regular or retired employee of BNL. To qualify for a Gorman-Metz scholarship, the applicant must also be:

- a) The son or daughter of a current employee of BNL, a retired employee, or an employee who died when in regular service at the Laboratory. For stepchildren, eligibility is established if the employee regularly claims the child as a dependent for income tax purposes, or if the stepchild normally resides in the employee's household, which must include the two-year period immediately prior to applying for a scholarship; and
- b) A college senior who will graduate during the current academic year and who will enter graduate school by the following fall, or
- c) An enrolled graduate student.

**Note:** If the student decides to withdraw from the competition, the Diversity Office must be notified immediately, in writing.

Each scholarship award becomes effective in the fall following the announcement of the award, when the winner matriculates in graduate school. The winner retains the one-time award while working toward a professional or graduate degree, and continues to retain the scholarship if he/she shows satisfactory progress, according to the college's standards.

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## BSA Scholarship Application

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The BSA Scholarship Application is available from the Reception Desk in Human Resources, Building 185.

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## Gorman-Metz Scholarship Application

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The Gorman-Metz Scholarship Application is available from the Diversity Office, Building 185A.

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