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## HENRY STREET SETTLEMENT SCHOLARSHIP POLICY

JULY 2025 – JUNE 2026

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Congratulations! You have made an important decision to invest in your future by participating in an academic or certificate program related to your current role or career goals. Henry Street applauds your initiative and invites you to learn how we support our team members through the Scholarship Program. This document describes the rules and application process for the Scholarship period of July 2025 – June 2026.

### WHY WE OFFER A SCHOLARSHIP

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Team member learning and development is one of the four pillars<sup>1</sup> that determines priorities and our people strategy. Consistent with our mission, Henry Street believes that education opens doors of opportunity for our team members. We wish to invest in the attainment of skills that serve to both support the work of the Settlement and strengthen your career.

### SCHOLARSHIP DETAILS

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Five Henry Street team members will receive \$2,500 for tuition<sup>2</sup> associated with an academic or certificate program related to their roles or career goals in the period July 2025 – June 2026.

You may apply even if you have received a scholarship in previous years.

Team members must remain employed with Henry Street for a year following receipt of the scholarship. Reimbursement of the full scholarship is required if a team member separates<sup>3</sup> voluntarily or is terminated within a year of receipt of the funds.

### WHO IS ELIGIBLE?

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Team members with one year of consecutive service are eligible to apply for the scholarship. Your program must be an academic degree or certificate program related to your role or career goal. This includes associate's, bachelor's, and master's degrees. It also includes Fire Guard License, Food Handler's Certificate, Child Development Associate certificate, Credentialed Alcoholism and Substance Abuse Counselor (CASAC) certificates, and similar official credentials as well as preparation classes for such certifications. Students in doctoral programs are not eligible. Students who receive government tuition assistance (e.g. TAP and Pell) are not eligible.

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<sup>1</sup> The four pillars are 1) Training & Development, 2) Health & Wellness, 3) Diversity, Equity, Inclusion and Belonging, and 4) Recruitment & Retention

<sup>2</sup> The scholarship can be a reimbursement of funds laid out by team members, or an advanced payment.

<sup>3</sup> Separation due to family emergency or other hardship may be considered for exemption on a case-by-case basis.

## APPLICATION AND SELECTION PROCESS FOR FISCAL YEAR 2026

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Due Date	What to Do
July 22, 2025	Submit your application to <a href="mailto:learn@henrystreet.org">learn@henrystreet.org</a> .
August 12, 2025	The People Team will complete interviews with all candidates and determine the winners.
August 15, 2025	The Learn@HenryStreet Team will announce five scholarship winners.
June 30, 2026	Selected team members must submit tuition invoices (current, future, or retroactive to July 1, 2025) to <a href="mailto:learn@henrystreet.org">learn@henrystreet.org</a> to receive the \$2,500 reimbursement.

## APPLICATION

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The Application Form is found at the end of this document. It includes seven sections:

1. Information about you
2. Information about your manager
3. Information about your program
4. Information about your courses
5. Personal statement about how the program will enhance your job-related skills and effectiveness in your role
6. Manager statement supporting the nomination and your potential to grow in your role
7. Declaration of accuracy

## SELECTION CRITERIA

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The selection committee will give higher priority to team members who meet the following criteria:

- High relevance to current job or career goal
- Strong performance in your current position (not on a Performance Improvement Plan)
- High potential to advance in role or a sector relevant to the Henry Street mission such as human services, education, healthcare, culture (manager comments in application)
- Diversity among five winners (division, ethnicity, gender, age, physical ability)

*Please note: all persons shall have the opportunity to be considered for this scholarship without regard to their race, color, creed, religion, national origin, ancestry, alienage or citizenship status, age, disability, or handicap, sex or gender, marital status, veteran status, sexual orientation, arrest record, or any other characteristic protected by applicable federal, state, or local laws.*



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## HENRY STREET SETTLEMENT SCHOLARSHIP APPLICATION

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You are invited to submit this application to be considered for tuition assistance with an academic program in July 2025 – June 2026. Be sure to read the eligibility and selection criteria sections of this document to ensure you present a fully qualified application.

Submit this application to [learn@henrystreet.org](mailto:learn@henrystreet.org) **no later than 5:00 p.m. on July 22, 2025.** Answers to all items below are required. Late or incomplete applications will not be accepted.

### APPLICANT PERSONAL INFORMATION

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FULL NAME

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PRONOUNS

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DIVISION & DEPARTMENT

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JOB TITLE

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WORK ADDRESS

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DATE EMPLOYMENT BEGAN

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HOME ADDRESS

PHONE NUMBER

WORK EMAIL

RACE (OPTIONAL TO DISCLOSE)

ETHNICITY (OPTIONAL TO DISCLOSE)

AGE (OPTIONAL TO DISCLOSE)

GENDER (OPTIONAL TO DISCLOSE)

DISABILITY (OPTIONAL TO DISCLOSE)

## MANAGER INFORMATION

MANAGER NAME

MANAGER JOB TITLE

MANAGER EMAIL

MANAGER PHONE NUMBER

**PROGRAM INFORMATION (If Applicable)**

NAME OF SCHOOL

TYPE OF DEGREE OR CERTIFICATE SOUGHT

MAJOR

NUMBER OF CREDITS EARNED AND NUMBER OF CREDITS REMAINING

OTHER FINANCIAL ASSISTANCE/SCHOLARSHIPS RECEIVED

**COURSE INFORMATION:**

Please list the courses you are registering for in the following format:  
COURSE TITLE | COLLEGE/UNIVERSITY/INSTITUTION/CERTIFICATE COMPANY | DATES | TUITION  
EXAMPLE: FUNDAMENTALS OF MATH| QUEENS COLLEGE | 01/16/25 – 5/30/25 | \$1,000  
\*\*\*FOR EACH COURSE, ATTACH OR PASTE THE COURSE DESCRIPTION FROM THE COURSE CATALOG\*\*\*

COURSE 1

COURSE 2

COURSE 3

COURSE 4

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## COURSE 5

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### APPLICANT'S STATEMENT

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In 300 words or fewer, explain clearly how the course of study you are pursuing will enhance your ability to perform your current job responsibilities and grow professionally, and how the Settlement will benefit from your education. Please include examples of your contributions and commitment to the Settlement.

### MANAGER'S STATEMENT

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In a statement of 300 words or fewer, please address how the educational program applied for will increase the applicant's job-related knowledge, skills, and ability to strengthen our organization. Please address your reasons for endorsing this team member, including examples of their leadership and dedication to Henry Street, the reasons you expect them to continue to work at, and grow in, the Settlement house, and your perspective on how this program will be good for Henry Street and our community.

## DECLARATION OF ACCURACY

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I attest that the information provided is accurate and I agree with the terms of this scholarship.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager's Signature

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Date