

WORLD FLOOR COVERING ASSOCIATION

TRADE SCHOLARSHIP PROGRAM

The World Floor Covering Association (WFCA) offers its *Regular Member* organizations a scholarship program, designed to help their businesses and the floor covering industry grow and prosper through education and training. Only WFCA *Regular Member* organizations are eligible to participate. Associate member organizations are not eligible. Trade Scholarship awards are limited to owners and full-time employees of WFCA *Regular Member* organizations in good standing with the association at the time of the course or program.

Scholarship awards are intended to help defer participant registration fees; ***personal and/or travel expenses are not eligible for reimbursement.***

Programs offered by the WFCA qualify for up to 100% of course tuition/registration fees paid, including WFCA Industry Certification and Certification renewal fees. Current WFCA Industry Certified members qualify for up to 75% of course tuition/registration fees paid for approved programs. Members who are not WFCA Industry Certified qualify for up to 50% of course tuition/registration fees paid for approved programs (Scholarships will be paid based on the lowest published registration rate). Up to \$100 each year may be used for approved online training programs; reimbursement will be made at 100% up to the allowable maximum.

This is a line budgeted WFCA membership benefit program that terminates when funds are depleted. Funds are allocated quarterly to ensure availability throughout the year.

GUIDELINES

1. Trade scholarship applications **must include all** of the following:
 - **A completed and signed application form.** Do not leave any sections blank.
 - **A brochure or announcement** of the training event, describing the program, dates and cost.
2. **Important:** To be considered, application materials must be received for review and approval by the WFCA **at least 30 days prior to the first day of the training event, but not sooner than 60 days prior.** (For example: Date of event September 15, 2013 – apply no later than August 15, 2013, but not before July 15, 2013.) **No exceptions will be made for late applications.** Applications for online training may be submitted at the time of registration; 30 day notice is not required. Applications for WFCA Industry Certification/Renewal may be submitted at any time.
3. Scholarships must be used for training programs approved by the WFCA, and must be used exclusively for training *directly related* to the enhancement of the member's business.
4. It is each member's responsibility to individually submit a signed trade scholarship application, and to register for the training program (group applications are not accepted).
5. WFCA must be notified if a scholarship recipient cancels or does not attend a program. Any monies not refunded by a program will be charged to the member's cumulative total.
6. All scholarships must be used within the current fiscal year (July 1 through June 30). Scholarships funds unused during the current fiscal year will not be carried over into the next fiscal year.
7. Each *Regular Member* organization is eligible to apply for a cumulative total of \$500 in trade scholarships per year. Up to \$100 **may** be used for approved online training programs.

The World Floor Covering Association (WFCA) may, in its discretion, change the Trade Scholarship program rules, regulations and awards at any time, with or without notice. This means membership in the association does not entitle program participants to any vested rights with respect to credits, awards or program benefits. Members may not rely on the continued availability of any award. Any award may be withdrawn or subject to increased requirements or new restrictions at any time. WFCA may, among other things, (1) withdraw, limit, modify or cancel any award; (2) change program benefits, conditions of participation, rules for earning, retaining or forfeiting awards; (3) otherwise restrict the continued availability of awards or special offers; or (4) limit the maximum amount of funds that any one provider or program may use. WFCA may make any one or more of the changes at any time even though such changes may affect your ability to earn an award. The WFCA reserves the right to end the Trade Scholarship program with or without notice.

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TRADE SCHOLARSHIP AWARD APPLICATION

APPLICANT

Attendee's Name _____

Company Name _____ WFCFA Member No. _____

Company Address _____

City/State/Zip _____

Phone Number _____ Fax Number _____

E-Mail Address _____ WFCFA Industry Certified: Yes No

EVENT & PROVIDER INFORMATION

Event Name _____ Cost _____

Date of Event _____

Provider Name _____

(Make Check Payable to*):

Address _____

City/State/Zip _____

Phone Number _____ Fax Number _____

IN ADDITION TO THIS APPLICATION THE FOLLOWING MUST BE INCLUDED:

A formal publication or announcement of the training event with program outline, dates, location and cost.

APPLICATIONS MUST BE SUBMITTED AT LEAST 30 DAYS PRIOR TO FIRST DAY OF EVENT BUT NOT MORE THAN 60 DAYS IN ADVANCE

NOTE: Programs offered by the WFCFA will qualify for 100% of course tuition/registration fees paid up the allowable maximum, including WFCFA industry Certification and Certification renewal fees. Current WFCFA Industry Certified members qualify for up to 75% of course tuition/registration fees for approved programs up to the allowable maximum. Members who are not WFCFA Industry Certified qualify for up to 50% of course tuition/registration fees paid for approved programs up to the allowable maximum. (Trade Scholarships will be paid based on the lowest published registration rate.) Approved online training will qualify for 100% reimbursement up to the allowable maximum amount of \$100.

(*Checks are made payable directly to the institution or program provider)

I understand and agree to comply with the rules and requirements of the WFCFA Trade Scholarship Program.

Date _____ Signature _____

Fax or mail completed application and all required attachments to:

WFCFA Trade Scholarship Program
World Floor Covering Association
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Phone: 800-624-6880 • Fax: 714-978-6066
www.wfca-pro.org • wfca@wfca.org