



The Continuing Challenge TUITION GRANTS POLICY

It is the policy of the Continuing Challenge Hazardous Materials Emergency Response Workshop to provide as many Tuition Grants as is possible with the funds provided each year.

Types of Grants

Grants will be defined as either "Direct Tuition Grants" or "Tuition Reimbursement Grants."

- **Direct Tuition Grants**

"Direct Tuition Grants" will require the applicant to register for the workshop & choose classes after receiving notification of their grant approval within the time frames stated in the notification. This type of Grant will not require the payment of the customary registration fee at the time of registration as the fee is being paid directly by a Federal Agency, Exhibitor, or other source.

- **Tuition Reimbursement Grants**

"Tuition Reimbursement Grants" will require the grant recipient to register for the workshop & choose classes in the normal manner and include payment for the normal tuition fee. Upon successfully attending the workshop the grant recipient (student) will be given reimbursement forms that will be submitted to the Granting Agency for reimbursement to the individual student. Students whose employer has paid the registration fee will then be responsible to reimburse the employer when they receive the reimbursement check.

Application Procedure

Each individual requesting a tuition grant must complete and return an application by the date determined by the Grants Committee (approximately January 15 – April 15 of each year).

Grants are awarded to individuals, not agencies and are to be used by the individual. If an individual is unable to attend the workshop, they are to notify the Continuing Challenge as soon as possible and his/her grant will be reassigned at the discretion the Committee.

When reviewing grant applications, the committee will give preference to all applicants not receiving a grant the prior year over those who were awarded such a grant.

Once a grant has been offered, students must confirm they will use the grant. If confirmation is not received by the deadline, the Tuition Grant offer will be rescinded and the Grant will be reassigned.

Individuals who are not awarded grants in the initial round will have their applications kept on file in case additional grant funding becomes available or previously awarded grants are returned.