



MAINE ASSOCIATION OF HEALTHCARE ADMINISTRATIVE PROFESSIONALS

POLICY: MAHAP Tuition Assistance Award

Policy Statement: It is the policy of the MAHAP Executive Committee to provide funds on an annual basis, if available, for professional development via MAHAP Conference attendance.

Purpose: The purpose of this policy is to provide funds for members to further their knowledge in the healthcare administrative assistant field.

Responsibility: MAHAP Executive Committee.

Procedure:

1. In developing the biennial budget, the Executive Committee will determine when and what amount is available to the membership in the forthcoming year.
2. The President will announce to the membership the amount available for scholarship along with the application deadline.
3. Applicants must submit a letter of need which will address the following:
 - a. Name, position/job title and work address of applicant.
 - b. Reason for request (i.e. facility budgetary constraints, personal hardship, etc.). Include any information about how funds would be used (i.e. conference registration, dinner, or hotel expense).
 - c. Amount being requested.
4. At its discretion, the Executive Committee has the authority to allocate the funds for the tuition assistance award.
5. The Executive Committee will review and act on all applications following the application deadline.
6. The President will notify the recipient of the scholarship.