



**CFMA TWIN CITIES**  
**CONCURRENT SCHOLARSHIP TERMS AND INSTRUCTIONS**  
CONSTRUCTION FINANCIAL MANAGEMENT ASSOCIATION  
*The Source and Resource for Construction Financial Professionals*

- a. Eligibility Requirements for Scholarship Awardees:
  - a. Student interns must be currently employed or previously employed within the last year by a CFMA Twin Cities General member's company.
  - b. Student interns who have or are currently performing either accounting, finance or construction management duties for the General member's company. If previously employed, intern must have left in good standing with company.
  - c. Student interns must be recommended by a CFMA Twin Cities Chapter General member in good standing.
  - d. Student interns in the current or upcoming school year must be enrolled as either a Junior or Senior in an accounting, finance or construction management degree program at an accredited college or university.
- b. Scholarship Amounts:
  - a. No more than \$10,000 cumulatively will be awarded each year. A lesser cumulative amount could be awarded to multiple individuals at the committee's discretion.
  - b. No more than five (5) scholarships will be award in any one year.
  - c. The Scholarship Committee may choose to not award a concurrent scholarship in any year if it feels that the spirit or intent of the scholarship has not been reached.
  - d. Awardees are limited to only one (1) scholarship from the CFMA Twin Cities chapter.
- c. Scholarship Applications:
  - a. Application forms will be submitted to the Scholarship Committee no later than **August 15th** of each year.
  - b. Completed applications should be returned to: Scholarship Committee, CFMA – Twin Cities Chapter, 1027 W. Roselawn Avenue, Roseville, MN 55113.
  - c. One letter of recommendation from the applicant's employer must be submitted with the application.
  - d. Confirmation of current or pending class standing must be submitted with application. The Scholarship Committee has exclusive discretion on what constitutes confirmation of class standing and may request additional or alternative confirmation if desired.
  - e. Applications will be reviewed and approved by the Scholarship Committee no later than **September 1st** of each year.
  - f. Once approved, the Scholarship Committee Chairperson will notify recipients of the award.
  - g. The Scholarship Committee Chairperson will notify the college or university representative of the scholarship award and coordinate disbursement of funds.
  - h. Notice of the scholarship award including the awardee's name and scholarship amount will be posted to the CFMA Twin Cities web site.
- d. Scholarship Payouts:
  - a. The concurrent scholarship will be paid in the recipient's name directly to the school in accordance with the school's policies and procedures. Payments will be made no later than **October 15th** of the current fiscal year.
- b. All decisions by the Scholarship Committee are final.