



# BOMA/Chicago Foundation Single Course Scholarship Application

## PURPOSE

The BOMA/Chicago Foundation Single Course Scholarship provides professional development and educational opportunities through financial assistance to individuals who may not otherwise be able to attend local Real Property Administrator (RPA) courses. The BOMA/Chicago Foundation's Single Course Scholarship program is designed to support commercial real estate professionals who aspire to earn the RPA designation, demonstrate financial need, and are dedicated to advancing within the industry and becoming leaders. The scholarship pays for one RPA class, valued at \$1,400.

## ELIGIBILITY REQUIREMENTS

1. Individuals working in commercial property management are eligible to apply.
2. Applicants must have at least three years of commercial real estate experience by **the start date of the course for which the applicant is requesting scholarship funds.**
  - a. \*Internships may be eligible to count toward the three years of experience. Please see the below note.
  - b. Please contact Jaclynne Madden at [jmadden@bomachicago.org](mailto:jmadden@bomachicago.org) if you have questions about your eligibility.
3. This scholarship opportunity is also available to individuals working for a Chicago office building in a capacity other than property management who are interested in transitioning to a property management career, including those who have or who are developing an understanding of important aspects of building operations (for example: security guards, janitorial staff, and building engineers).
  - a. For purposes of this scholarship, working "for" a Chicago office building includes employees of building contractors.
  - b. Applicants must have worked for a commercial office building for at least three years.
4. Applicants must be at least 21 years old.
5. No college degree or transcript is required.
6. Applicants do NOT need to be a BOMA/Chicago member.
7. Applicants must be able to describe financial need. If your current employer pays or reimburses you *for more than one* RPA designation class each calendar year, you are not eligible for this scholarship.
8. Submission of two references.
9. Applicants must submit a complete Scholarship Application form, with its requested attachments, by the deadline – **a minimum of two months in advance of the start date of the course for which the applicant is requesting scholarship funds.**

### \*Internship Experience Recognition

If you have completed a commercial real estate internship, you may apply to have the time spent in the internship count towards the required three years of experience for the Scholarship. Along with your application, please include one document that describes:

1. The dates of your internship(s).
2. The number of hours for each internship and whether the internships were full-time or part-time.
3. Your internship responsibilities and the skills you acquired.

The Foundation's Scholarship Committee or other appropriate body will determine whether an internship may count toward the required experience by comparing its length, contiguousness, recentness, and scope of work to typical full-time work experience. Applicants may be required to submit additional material to aid in this evaluation.

## **ELIGIBILITY FOR MORE THAN ONE DESIGNATION COURSE SCHOLARSHIP**

A scholarship recipient who successfully completes a designation course paid by scholarship funds may choose to apply for **up to three single course scholarships at a rate of one course per calendar year** (scholarships cannot be approved for consecutive courses).

To apply for a second or third scholarship, the applicant must submit a letter from BOMI International confirming that the applicant passed the previous course exam.

## **REACH OUT TO BOMA/CHICAGO!**

If you plan to apply for this Scholarship, please [email Jaclynne Madden](mailto:jmadden@bomachicago.org) or call (312) 870-9608.

## **APPLICATION DEADLINES & ONLINE FORM PROCESS**

Scholarship applications are due a **minimum of two months in advance of the start date of the course** for which the applicant is requesting scholarship funds. This application is the Word document format of the [mandatory online application](#) you must submit in order to be considered for this scholarship.

To aid you in preparing your submission, the questions required for the online application are included below. Before submitting your online application, we suggest that you:

1. Answer all questions in the Word document and spell-check your answers. You can then copy and paste your information into the online form.
2. Have all your attachments ready. All attachments within the application are marked with an asterisk (\*).

## **TWO REFERENCES REQUIRED**

The **two references** for each applicant must also be [filled out online](#). Please direct your references [to this website](#) to complete the online reference form at least two months in advance of the start date of the course for which the applicant is requesting scholarship funds. The reference form is located on pages 6 and 7 of this document.

## **REQUIREMENTS FOR MAINTAINING SCHOLARSHIP ELIGIBILITY**

1. The scholarship recipient must complete enrollment in their course within the same calendar year of the scholarship award.
2. Should the recipient not pass a course funded by the scholarship, the recipient will be responsible for all costs associated with reexamination. (Recipients must pass all preceding courses and subsequent courses.)
3. The recipient agrees to reimburse the BOMA/Chicago Foundation for any funds that are subsequently reimbursed by their employer.
4. If a previous Single Course recipient applies for another scholarship, this recipient must have passed the exam for the previous class for which they received the Single Course Scholarship for.

If the above requirements are not met, the BOMA/Chicago Foundation reserves the right to revoke the recipient's scholarship.

## **BOMA/CHICAGO CONTACT INFORMATION**

If you have any questions regarding the Single Course Scholarship or the application, please contact:

Jaclynne Madden  
(312) 870-9608  
[jmadden@bomachicago.org](mailto:jmadden@bomachicago.org)

# BOMA/Chicago Foundation Single Course Scholarship Application Form



## ONLINE FORM REMINDER

This application is the Word document format of the [mandatory online application](#) you must submit in order to be considered for the Single Course Scholarship. Scholarship applications are due a **minimum of two months in advance of the start date of the course for which the applicant is requesting scholarship funds**. You can access the online application form [by clicking here](#). You can (and must) attach all necessary documents to this online form. You will receive an email confirmation once you submit your online scholarship form.

## PERSONAL DETAILS

Full Name:  
Email Address:  
Are you at least 21 years of age? (Yes or No)  
Home Address:  
City:  
State:  
Zip:  
Phone Number:

## EDUCATION INFORMATION

College/Institution Name:  
Dates Attended (From MM/YYYY) - To (MM/YYYY):  
Major Field of Study:  
Degree/Diploma Awarded (Name of Program):  
Date Degree/Diploma Awarded (MM/YYYY):  
Grade Point Average (GPA):  
Describe Courses and Seminars Completed (including RPA and other industry courses) in 200 words or less:

## FINANCIAL NEED & EMPLOYER VERIFICATION

Does your current employer pay or reimburse you for *more than* one RPA designation class each calendar year? If the answer is yes, you are not eligible for this scholarship.

\*Attach your company's policy that supports your answer to the question above. A letter (signed and dated) from an immediate supervisor on company letterhead is acceptable. (Attachment option will be available on online form.)

## BOMI LETTER OF COURSE COMPLETION

If this is your second or third time applying for the scholarship, please include a letter from BOMI confirming that you passed the exam for the previous course for which you received a Single Course Scholarship. (attachment option will be available on online form)

## WORK EXPERIENCE *(Most recent 10 years or the last three employers)*

### Updated Resume

\*Please attach your most recent resume (attachment option will be available on online form)

**Current Employment**

Current Position/Job Title:

\*Please Attach Official Job Description (attachment option will be available on online form)

Current Employer's Name:

Current Employer's Address:

Dates Employed (From MM/YYYY) to Present

Supervisor's Name:

Supervisor's Email:

Supervisor's Phone Number:

**Former Employment**

Former Position/Job Title:

Former Employer's Name:

Dates Employed (From MM/YYYY) to (MM/YYYY)

Supervisor's Name:

**BOMA/CHICAGO INVOLVEMENT**

Name of Committee:

Dates of Service on Committee (From MM/YYYY) - To (MM/YYYY):

Describe Your Role/Duties on Committee in 100 words or less:

**COMMUNITY SERVICE & VOLUNTEERING**

Name of Organization:

Dates of Service (From MM/YYYY) - To (MM/YYYY):

Describe your involvement in 100 words or less:

**APPLICATION QUESTIONS**

**Please answer all of the below questions in 600 words or less.**

**1. Commitment to the Commercial Real Estate Industry**

- Explain your career history, how you started in commercial real estate property management, and why you are committed to a long-term career in CRE.

**2. Academic and Professional Qualifications**

- List and describe any relevant courses, seminars, or certifications you have completed so far.
- How have the education classes you have taken so far helped you in your career?

**3. RPA Class**

- What RPA class would you like to take with the Single Course Scholarship?
- How will taking this class help you in your career?

**4. Financial Need**

- How would this scholarship help you? Describe your current financial situation and any challenges you would face in funding an RPA class. (Relevant information may include salary limitations, living expenses, financial obligations, etc.)

**5. Additional Information**

- Is there anything else you would like to share about yourself, such as your community involvement, volunteer work, or other activities?

**CERTIFICATION**

By checking the below box titled, "I certify this application," I am stating that the information on this form is complete and accurate. If requested by a designated member of the BOMA/Chicago Scholarship Committee, the undersigned agrees to provide supporting documents to verify the information in this application. The undersigned further agrees to indemnify and hold harmless BOMA/Chicago, its directors, officers, employees, volunteers, agents, and affiliated entities from any and all claims arising out of the application, selection or participation in this scholarship program. The undersigned also authorizes and consents to the BOMA/Chicago Scholarship Committee contacting those persons or institutions listed on this application and its attachments for purposes of verification of the information contained herein.

**I certify this application (box will be on online form):**

**E-signature (type in name):**

**Date:**

# BOMA/Chicago Foundation Single Course Scholarship Reference Form (Two Needed)



### Online Form Submission

References MUST submit this reference form online in order for the scholarship applicant to be considered. Please [visit this link](#) to access the online reference form. Two references are needed for the Single Course Scholarship.

### Referee Information

Referee's Name:  
 Referee's Title:  
 Referee's Company:  
 Referee's Email:  
 Referee's Phone:

### Referee Relation to Applicant

Who is your BOMA/Chicago Scholarship reference for (type name of scholarship applicant)?

What is your relation to the scholarship applicant? Please check only one of the following:

- Supervisor (Current)
- Supervisor (Former)
- Supervisor (General)
- Business Colleague
- Professional Association/Affiliation
- Educational Colleague
- Personal (Family Member Excluded)
- Other, please specify:

How long have you personally known the scholarship applicant?  
 \_\_\_\_\_ years

Is the applicant currently actively employed in the Commercial Real Estate industry? (Yes or No)

### Questions

In 500 words or less, please explain why you recommend this applicant for the BOMA/Chicago Foundation Single Course Scholarship. If you worked directly with the applicant, please describe the day-to-day duties of the applicant (when you worked together) and discuss a time the applicant showed leadership and/or excelled at a project.

Rate the applicant on each of the questions below using a scale of one (1) to ten (10), 1 being a poor or low rating and 10 being an outstanding or high rating.

QUESTIONS	1=Lowest				5&6=Average						10=Highest
	1	2	3	4	5	6	7	8	9	10	
Does the applicant exhibit the ability to work well with others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the applicant exhibit a definite professional commitment to a career in commercial real estate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Does the applicant have the capacity to successfully complete the RPA designation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would the applicant thrive and benefit from the classroom experience involved in taking the course for which they are applying?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using the applicant's personal character as the basis for your thoughts, how would you rate their potential for success in commercial real estate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Based on the applicant's work experience and involvement in the field, how would you rate their potential future contribution to the commercial real estate field?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Based on your understanding of the applicant's financial needs, please indicate the extent to which the applicant has a genuine financial need to receive the BOMA/Chicago Scholarship for which they are applying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Certification of Information**

By checking the below box titled, "I certify this application," I am stating that the information on this form is complete and accurate. If requested by a designated member of the BOMA/Chicago Scholarship Committee, the undersigned agrees to provide supporting documents to verify the information in this application.

**I certify this application (box will be on online form):**

**E-signature (type in name):**

**Date:**

**May BOMA/Chicago contact you to discuss this scholarship application? (Yes or No)**