



**Mendoza College of Business
Graduate Business Degree Program Scholarships for Staff**

The Mendoza College of Business supports and invests in the professional growth and development of its staff which includes lifelong and advanced learning. As part of this commitment, the College is willing to consider financially sponsoring staff members in obtaining their advanced degrees through scholarship opportunities as follows:

Eligibility:

Program and Sponsorship Eligibility

- The program must be a graduate business program at the University of Notre Dame
- Programs must be designed for working professionals (not full-time programs)
- The College will financially sponsor a maximum of one staff member every two years in a graduate business degree program.

Applicant Eligibility:

- Full time, Mendoza College of Business exempt staff with at least three years of service
- Identified as having potential for assuming a higher level position at the University
- Rated as Meets Expectations or above in performance reviews
- Program participant should maintain expected job performance
- The program must advance the skills and capabilities in the applicants current position
- Long term investment in the applicants professional growth and development and retention is desirable
- Staff members cannot participate in a graduate business program in which they support as part of their primary staff responsibilities

In addition, scholarship recipients must:

- Meet the graduate program admission criteria.
- Must be accepted into the degree program on their own merit
- Maintain the required GPA (3.0 minimum) and make appropriate progress toward the degree.
- Remain at the University of Notre Dame and at the Mendoza College of Business for a minimum of two years after the completion of the Program and must sign an Academic Scholarship Program Agreement
- In the event the employee voluntarily leaves Mendoza for any reason prior to fulfilling the minimum two year commitment after completion of the Program, or they are dismissed from the program before completion, they will be required to reimburse the College for the total costs incurred by Mendoza in support of the staff member's participation in the academic program.

Scholarship Nomination Process:

Nominations for Graduate Program Scholarships must be submitted and supported by the director of a department to the Dean of the College.

The Dean will review nominations and determine whether or not the nomination will be considered further. Determination is based on such factors as:

- Level of performance as demonstrated by achievements and accomplishments at the University of Notre Dame
- Potential for administrative achievement and advancement within the University of Notre Dame
- Level of motivation to succeed in the graduate program
- Leadership capability
- Professional recommendations from supervisor/peers/others
- Prior academic record.

As part of the nomination process, directors should provide documentation and justification as to how their staff member meets the eligibility and consideration factors.

Scholarship Application Process:

If the director’s nomination is supported by the Dean based on the factors above, applicants must formally submit the Scholarship Application Form with required attachments for final determination by the Dean, Associate Deans and Director of Administration in the College.



**MENDOZA COLLEGE OF BUSINESS
UNIVERSITY OF NOTRE DAME GRADUATE PROGRAM SCHOLARSHIP
STAFF APPLICATION FORM**

The University of Notre Dame, Mendoza College of Business will consider sponsorship of a scholarship opportunity for exempt staff interested in participating in a graduate business program. Applicants who are being considered for this opportunity through the Nomination Process should submit the following information and supporting documentation to the Director of Administration in the Dean’s Office.

GENERAL INFORMATION	
Name:	Department:
Title:	Email:
Date of Hire:	Phone Number:

REQUIRED ATTACHMENTS
<p>To be considered, scholarship applicants must:</p> <ul style="list-style-type: none"> • Apply to the graduate program and be accepted <p>Attach the following documentation and submit to the Dean by the graduate business program’s designated due date:</p> <ul style="list-style-type: none"> • Resume including employment history, education, honors/awards, professional associations, leadership activities, committee and community service • A Statement of Purpose – a concise essay explaining your reasons for seeking an advanced degree and any other noteworthy achievements or information you wish to share with the admissions and scholarship committees. • Three letters of recommendation • Official transcripts from each college/university/graduate school you have attended as a registered student. You must have an undergraduate degree in order to apply.

SIGNATURES/APPROVALS	
I certify that the required application materials are submitted with this form.	
Applicant Signature	Date
I support this application and hereby authorize the time off for the applicant, if awarded this scholarship, to attend classes in the Program.	
Director Signature	Date
Dean Signature	Date

****Note: there may be tax implications for receiving a scholarship, please check with your financial advisor*

If I do not receive the Scholarship, please do not process my application to the Graduate Program