



CITY OF BOSTON EMPLOYEE DEVELOPMENT SCHOLARSHIP PROGRAM FACT SHEET

The City of Boston Employee Development Scholarship program, established in 1984, awards a limited number of **full-tuition** scholarships to qualifying City of Boston employees pursuing **graduate degrees** or **certificates** at the participating universities. Currently, the City is thrilled to continue its partnership with **Boston University** and **Northeastern University** in providing professional development for the qualifying City employees each year.

WHO MAY APPLY?

- To be eligible, you must have a **Bachelor's degree**, must currently be a **full-time City employee** and must have **worked for the City full-time for at least one (1) year** by the application deadline (July 1st).
- The Boston Public Schools and the Boston Planning & Development Agency *do not* participate in this program. If you are an employee of these departments, you are not eligible for the scholarship.
- Additionally, you must be an employee of good standing, supported by writing from your current supervisor. (**Please see the Scholarship Application, available on the HUB > Career Grown > Career and Education Info**).

WHICH PROGRAMS ARE ELIGIBLE FOR SCHOLARSHIP?

- Any **masters** and **graduate level programs** at the participating universities (**Boston University** and **Northeastern University**) are covered by the scholarship so long as the applicant can demonstrate the program degree is relevant to his or her current position at the City and career development. (Please see *What is the Selection Process?* section for more details).
- Some of the programs in which past and current City scholars enrolled in include and are not limited to: *MS in Criminal Justice, MS in Urban Affairs, MBA Social Impact, MS in Forensics, MS in City Planning, MS in Public Health, MS in Social Work, MS in Actuarial Science, MS in Computer Science, MS in Nonprofit Management, MS in Leadership, MS in Analytics, MS in Human Resources, MS in Accounting and Taxation, MS in eLearning*

and Instructional Design, MS in Corporation and Organization Communication, Urban Informatics Certificate, and Human Resources Certificate.

- Scholarships *are not* available for doctorates, law degrees, or thesis or dissertation advisement.
- Eligible Boston University programs are in-class only; scholarships are not available for Boston University's online courses.

WHEN IS THE DEADLINE FOR APPLICATION?

- Applications are due each year on **July 1st**.
- **Scholarship Applications are available on the HUB > Career Grown > Career and Education Info.**
- **Any incomplete Scholarship Applications will not be considered. No extension on the deadline will be granted.**
- Scholarships are awarded beginning in the Fall semester each year and cover the following semesters: Fall, Spring, Summer I, and Summer II.

WHAT IS THE APPLICATION PROCESS?

- You must have **already applied for and/or admitted to** the eligible degree program of your choice through Boston University or Northeastern University.
- **You are responsible for the university's admissions process.** The City is not involved in the universities' admissions process or decisions. The City cannot waive or otherwise assist in any of the university's admissions requirements and deadlines.
- Scholarships are contingent upon your admission to the eligible degree program.
- You may apply and be considered for the City's scholarship program pending admission. However, because there is a limited number of scholarships available, employees who have been already accepted by July 1st will receive priority in selection.
- Even if you are awarded the scholarship for the first year, in continuing your degree program, you must re-apply each year. Returning scholars are given priority, and generally continue to be awarded the scholarship.
- You must complete all parts of the Scholarship Application and submit it no later than July 1st. (**Scholarship Applications are available on the HUB > Career Grown > Career and Education Info**).

- If selected, you will receive notification no later than August 31st. To accept, you will signify acceptance of the scholarship under its terms and conditions.

WHAT IS THE SELECTION PROCESS?

- Designee(s) at the Office of Human Resources review all Scholarship Applications.
- **Any incomplete Scholarship Applications will not be considered. No extension on the deadline will be granted.**
- Scholarships are awarded based on four (4) factors:
 - **Demonstrated relevance between applicant's role at the City and the sought degree;**
 - **Applicant's proven record of job performance and potential;**
 - **The City's needs; and**
 - **Demonstrated benefit to the City**
- Applicant's **Personal Essays** and **Evaluation/Recommendation by Supervisor** are critical considerations for selection.
- Other factors for consideration include but are not limited to returning scholarship recipients, obtained grade(s) in previous course(s), and performance evaluation.

WHAT CONDITIONS APPLY TO ACCEPTING THE SCHOLARSHIP?

- **If selected for the scholarship, in order to accept, the recipient agrees to remain employed with the City of Boston upon completion of the degree program for the equal term expended obtaining the degree.**
- For example, if you two (2) years for an MS in Criminal Justice, you agree to remain employed with the City for two (2) years post-degree.

Please see Frequently Asked Questions page for more information. If you have additional questions, please contact Sujin Han, Director of Investigations & Training (OHR), at Sujin.Han@boston.gov or 617-635-3375.



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EMPLOYEE DEVELOPMENT SCHOLARSHIP PROGRAM**

Frequently Asked Questions

I am a contractor for the City. Can I apply for scholarship?

No. You must currently be a full-time City employee. This is the case even if you had worked for the City as a full-time employee in the past.

I am pursuing a PhD. Can I receive scholarship?

No. Scholarships are not available for doctorates, law degrees, or thesis or dissertation advisement.

I have applied for an eligible program but have not received an acceptance letter. Can I apply for scholarship?

Yes. You may still apply and be considered for scholarship. Due to the limited number of scholarships available however, employees who have already been accepted will receive priority in selection.

I can't afford the tuition. Is the scholarship need based?

No. Financial needs are not a factor in the scholarship award.

Does the scholarship cover fees and book costs?

No. The scholarship covers the tuition only. You are responsible for any other fees and material costs.

What happens if I decide to take a leave of absence?

It is highly encouraged that employees stay with the original plan of completion. Because there is a limited number of scholarships each year, it is unfair for other City employees who would have been awarded the scholarship. In order to delay your degree completion, you must receive approval in advance and it will be determined on a case-by-case basis.

What happens if I leave my employment with the City?

If you were in the middle of your degree program when your employment with the City ends, you are financially responsible for the rest of the program's tuition costs. The City scholarship will cover through the semester in which your employment with the City ends.