



City of Boston Human Resources

Employee Development Scholarship Program

Fact Sheet

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

Who may apply?

- To be eligible, you must have a Bachelor's degree, must be a full-time City employee, and must have worked for the City full-time for at least one full year by the application deadline of 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 Beacon article KB0010163.

Which programs are eligible for scholarship?

- Any master's and graduate-level programs at the participating universities (Boston University & Northeastern University) are covered by the scholarship so long as the applicant can demonstrate the program degree is relevant to their current position at the City and career development.
- Examples of programs include: MS in Criminal Justice, 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 Analytics, MS in Human Resources, MS in Accounting and Taxation, & MS in eLearning and Instructional Design.
- Scholarships are not available for doctorates, law degrees, or thesis or dissertation advisement.
- Scholarships are not available for online courses.

When is the application deadline?

- Applications are due each year on July 1st.
- Scholarship applications are available on Beacon article KB0010163.
- Any incomplete applications will not be considered. No deadline extensions will be granted.

- Scholarships are awarded beginning in the Fall semester and cover the following semesters: Fall, Spring, Summer I, and Summer II.

What is the application process?

- You must have already applied for and 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 already been 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 reapply each year. Returning scholars are given priority and generally continued to be awarded the scholarship.
- You must complete all parts of the scholarship application and submit it no later than July 1st.
- Submit your application through the Beacon HR Portal by logging into Access Boston and selecting the Beacon tile. Select *Ask a Question* to submit your application materials.



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Frequently Asked Questions

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

No, you must currently be a full-time City employee. If you worked for the City as a full-time employee in the past, this would be the case.

I am pursuing a Ph.D. Can I receive a 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 a scholarship?

Yes, you may still apply and be considered for a scholarship. Due to the limited number of scholarships available, 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.

Do the scholarship cover fees and book

No, financial needs are not a factor in the scholarship award.

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

It is highly encourage that employees stay with the original plan of completion. 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.

What is the selection process?

The designees at the Office of Human Resources review all scholarship applications. Any incomplete scholarship applications will not be considered. No deadline extensions will be granted.

Scholarships are awarded based on four 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; and
- Demonstrated benefit to the City

Applicant's essay 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 a previous course(s), and performance evaluation.

What conditions apply to accepting the scholarship?

If selected for the scholarship, 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 spent two years completing an MS in Criminal Justice, you agree to remain employed with the City for two years post-degree.

If you have additional questions, please email Beacon@boston.gov or call 617-635-3370.