



ARICA INSTITUTE SCHOLARSHIP FUND AGREEMENT PROCEDURES AND INFORMATION FOR SPONSORS

1. The Arica Board of Directors (BOD) coordinates fundraising and compliance for the Arica Institute Scholarship Fund. The Arica Institute Scholarship Team (AIST) administers the Fund with oversight of the Arica Institute Finance Committee (FinCom).
2. The Fund provides scholarships only for *The Integral Protoanalysis of The Scarab Trainings* (IPST) and the *Nine Hypergnostic Systems* group training (9HS). Scholarship applicants must be Arica Institute members.
3. Sponsors who are planning these trainings should inform FinCom (finance@arica.org) and AIST (ai.scholarships@arica.org) of both the estimated total number of first-time registrants as well as the estimated number of repeat registrants for their trainings, at least 12 weeks before the start of the training in order to qualify for scholarship funding. Any changes to that initial estimate need to be provided up to eight weeks before the start of the training.
4. The Arica Institute Scholarship Fund cannot guarantee to cover the value of requests received, and the total value of scholarships available for any training will be capped by FinCom.
5. AIST is responsible for receiving, assessing, granting, and recording scholarship applications and awards. It will do this independently of the BOD and Sponsors, within the capped limit per training, as determined by FinCom. All scholarship applications received by AIST are confidential. The names of scholarship recipients and the amounts awarded are shared only with the Sponsor. AIST and the Sponsor redact names of scholarship recipients in communications with FinCom.
6. Scholarships will be limited to 50% of the tuition/training fee, including additional basic bed-and-board costs for residential trainings. Higher amounts will be considered in exceptional cases. However, scholarship grants will not be allocated toward travel expenses.

7. Sponsors may not apply for scholarships on behalf of individual trainees. Members may apply using the Arica Institute Scholarship Application Form available from the members' website.
8. AIST will prioritize scholarships for Arica Institute members in long standing. Sponsors will supply further information concerning applicants as required. Repeat attendees are eligible for repeat-member rates, but are not eligible for scholarships.
9. AI scholarships can only be granted by AIST, not the Sponsor.
10. Scholarships are granted for the individual, and are not transferable to another prospective participant.
11. The Sponsor will note clearly on their website or brochure the deadline for applicants to submit scholarship requests and the requirement to establish current Arica Institute membership before submitting the Arica Institute Scholarship Application Form.
12. AIST will begin to consider all submitted scholarship applications 12 weeks in advance of the start of the training. Applications may be submitted as late as six weeks before the start of the training, but the availability of funds cannot be guaranteed.
13. Sponsor confirms the list of scholarship applicants with AIST six weeks or more in advance of the training. The Sponsor must confirm who has been admitted to the training before scholarships are awarded.
14. AIST notifies the recipient of the amount of the award four weeks or more in advance of the training, and cc's the Sponsor.

Summary of Scholarship Application and Award Timeline

12 weeks prior to training	Sponsor informs FinCom of training registration estimates
12 weeks prior to training	AIST begins to consider scholarship applications
8 weeks prior to training	FinCom sets scholarship budget
8 weeks prior to training	Sponsor informs FinCom of adjustments to registration estimates
6 weeks prior to training	Sponsor deadline to confirm scholarship applicants with AIST
4-8 weeks prior to training	AIST notifies recipients of their award amounts

PAYMENT TO THE SPONSOR

1. AIST informs the Sponsor and Fincom of the individual scholarship amounts and the total amount of scholarships allocated, after reconciliation with the Sponsor.
2. The Sponsor submits a list of any scholarship participants who missed a day or more of the training.
3. AIST creates an invoice for the Arica Institute Scholarship Fund reimbursement to the Sponsor, forwards the invoice to FinCom (attn: Kathleen O'Connell), and cc's the Sponsor. Names of the individual scholarship recipients are redacted.
4. AIST sends an updated Arica Institute Scholarship Fund record to FinCom and cc's the Sponsor, if amendments were needed.

Arica Institute Finance Committee
Arica Institute Board of Directors
The Arica Institute Scholarship Team