

RESOURCE, SUPPORT, AND DEVELOPMENT, INC.
R.S.D., INC.
PO BOX 80185 * BILLINGS, MT 59108-0185
Phone: 406-652-5443 Fax: 406-652-9361

April 18, 2006

TO: All Employees
FROM: Rhoda Miller, CEO, RSD, Inc.
RE: New scholarship program

Effective July 1, 2006, we will be implementing two new educational scholarship programs for eligible employees—a scholarship program for employees who enroll for a minimum of six credits in a college or technical school (including on-line classes), and a scholarship program for employees who enroll in one class at a time.

Five scholarships will be awarded each semester in the college scholarship program, and a minimum of ten scholarships will be awarded for the one-class-at-a-time program. If we receive more than five applications for the college scholarship program, then selection will be made by a panel, based on pre-determined criteria.

To be considered for the college scholarship program, you must enroll for a minimum of 6 credits in an accredited college or technical school. We will be giving our first scholarships in the Fall of 2006 and are accepting applications for the first round **until June 30, 2006**. The amount awarded each semester may vary, and each employee is limited to a maximum of two scholarships per academic year. Employees must reapply for the scholarship each semester, and there is no guarantee that scholarships will be awarded to the same employees each semester.

The scholarships for individual classes will be awarded on a first-come, first serve basis, starting July 1, 2006, until all the approved funds for the year are awarded. Applicants may apply at any time during the year for classes starting after July 1, 2006, and we are accepting applications now. However, there is a maximum amount that will be awarded to each employee each year and a maximum amount that will be awarded per class.

Additional eligibility requirements and the application for both types of scholarships are attached.

APPLICATION DEADLINES FOR REGULAR COLLEGE CLASSES:

Fall Term	June 30
Spring Term	November 30
Summer Term	March 31

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 2110 OVERLAND AVE, STE 126, ~ PO Box 80185, BILLINGS, MT 59108

SCHOLARSHIP ELIGIBILITY REQUIREMENTS:

REGULAR COLLEGE COURSES (6 CREDIT +)	INDIVIDUAL CLASSES
<ul style="list-style-type: none"> ❖ Applications must be received by Jun 30 for fall semester, Nov. 30 for spring semester and Mar 31 for summer semester, ❖ Must be enrolled in an accredited university, college, and/or technical institution, ❖ Must be registered for a minimum of 6 credits, ❖ Classes do <u>not</u> need to be related to the field that you are currently working in at RSD , ❖ Scholarship funds may <u>ONLY</u> be used for either tuition and/or book fees, ❖ Employees have to work for RSD in regular employment for one-year to be eligible for funds, ❖ Employee must continue to work at least 20/hrs/week on a regular basis while attending classes, and ❖ Documentation of completed course must be submitted to RSD with a minimum of a 2.5 GPA to be considered for future scholarships 	<ul style="list-style-type: none"> ❖ Classes and funds will be approved on a first-come-first-serve basis and application for these funds is open until all scholarships are given out, ❖ Class must be in a related field, improve skills needed for the job or to help in advancement within the corporation, ❖ Scholarship funds may <u>ONLY</u> be used for either tuition or book fees, ❖ Employee have to work for RSD in regular employment for one-year to be eligible for funds, and ❖ Employee must continue to work at least 20/hrs/week on a regular basis while attending class

- *All courses and/or classes must also be approved by your Manager if the classes occur during your shift.*
- *If several staff from the same program enrolls for a class that occurs during the same time, it will be up to the discretion of the Manager/CEO to decide who can take the class.*
- *Employee is eligible to receive only one scholarship type per semester.*

Disclaimer: RSD, Inc can modify or terminate this program at any time. Interpretation of the guidelines of this program is at the discretion of the CEO and/or Board of Directors. There is no guarantee that funding will be available from year to year.

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EDUCATIONAL SCHOLARSHIP APPLICATION

Please check the type of application: Regular College Individual Class

Last Name: _____ First Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone (home, cell, etc.) _____

E-mail: _____

School Attending: _____ Field of study: _____

I have read the Scholarship Eligibility Requirements of the Resource, Support, & Development Educational scholarship and hereby agree to them. I understand that RSD, Inc is not responsible for late or lost applications. Applications will not be returned, and all applications become the property of RSD, Inc. Applicants grant full rights to RSD, Inc to use their name for promotional/advertising or other purposes.

Please attach the following to your Educational Scholarship Application:

- Completed application with original signature of the applicant,
- Copy of admission letter from the accredited college/technical college/institution,
- Statement of class cost from the accredited college/technical college/institution,
- Copy of registry confirmation of course(s), and
- Copy of previous semester grades, if applicant previously received scholarship and are reapplying for another.

Applicant's Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
(if applicant under age 18)

MAIL TO:

Resource, Support, & Development
Scholarship Committee
PO Box 80185
Billings, MT 59108