

IREM - Western Washington, Chapter 27 Edna Viars Educational Fund Policy

Purpose

The IREM – Western Washington, Chapter 27 Edna Viars Educational Fund (“THE FUND”) provides financial support to individuals demonstrating academic excellence, leadership potential, and financial need. THE FUND offers scholarships for IREM courses and reimbursements for IREM-sponsored events, promoting educational growth and supporting Chapter 27’s mission to foster learning and personal development.

Authority

The Scholarship Fund Committee (“COMMITTEE”), will be made up of the following positions from the Board of Directors:

- President
- VP
- Treasurer
- Member at Large (appointed by the President)
- IREM Association Executive (Administration only)

Administration

The administration of THE FUND is conducted by the COMMITTEE which has complete and final authority to confer or revoke scholarships, reimbursements, make other decisions pertaining to the use of funds in the scholarship program, and determine the specific courses eligible under this program. Applications are evaluated and scholarships are awarded as decided by the committee based on the availability of funds and eligibility of the applicants.

Non-Discrimination Statement

Institute of Real Estate Management - Western Washington, Chapter 27 does not discriminate based on race, color, religion, sex, national origin, age, disability, or any other protected status in the administration of its scholarship program.

Policy Review and Amendments

This policy will be reviewed annually by THE COMMITTEE and may be amended with the approval of the Board of Directors to reflect changes in organizational goals, funding availability, or bylaw/legal requirements.

Hold Harmless and Commitment to Property Management Education

All applicants and scholarship recipients will agree to hold IREM, the scholarship committee, their employees, agents, officers, councilors and chapters harmless from any claims arising out of participation in or application of this program. The scholarship award provides needs assistance to individuals pursuing their professional education in the field of real estate management. To the degree possible, scholarship recipients are encouraged to acknowledge this assistance at some time in the future by contributing to the scholarship fund and becoming a committee volunteer.

Contact:

For questions please contact Info@IREM27.org.

SCHOLARSHIPS

Eligibility Criteria

Applicants must meet the following criteria to be considered for a scholarship:

1. Scholarship must be used toward:
 1. an in-person course hosted by IREM Western Washington, Chapter 27
 2. a live-online (Zoom) course
 3. a self-paced online course
2. Be a member of Chapter 27, and/or, be employed in the real estate management field within the state of Washington.
3. Have a minimum of 1 year of industry experience.
4. Completion of all aspects of the scholarship application.

Application Process

Scholarship Application Form: [Fill Out Your Scholarship Application Here](#)

Applicants must submit a thoroughly completed scholarship application. Submitted applications are only good for a single course or track. A new application must be submitted for any subsequent scholarship needs.

Application Deadlines

Application must be received a minimum of 30-days before the commencement of the course. Applicant shall be provided with an application decision letter no later than 15-days prior to the course.

Selection Criteria

THE COMMITTEE will evaluate applications based on:

1. Commitment to real estate management as a career and probability of success in the future.
2. Leadership and extracurricular activities.
3. Quality and clarity of the personal statements.
4. Ability to attend and/or volunteer at a minimum of one IREM Western Washington event within a calendar year of receipt of scholarship funds.

Award Amount and Disbursement

Scholarship awards will vary based on available funding. Award will be between 50–75% of the cost of the course. Funds will be disbursed directly to the educational institution or as otherwise determined by THE COMMITTEE to cover tuition, books, and related educational expenses. Scholarships will not be awarded if an IREM Foundation Scholarship has already been applied to this course.

Failure to Attend or Complete Course Requirements

If a scholarship recipient fails to attend the awarded course, they will be ineligible for future scholarships for three years. Recipients who do not pass must retake the course at their own expense. Failing two IREM Western Washington scholarship-funded courses results in a three-year scholarship ban. Exceptions for documented extenuating circumstances may be granted at THE COMMITTEE'S discretion. Such occurrences may also impact future scholarship eligibility.

IREM SPONSORED EVENT REIMBURSEMENT POLICY

Fund Availability

Applicants may request reimbursements of up to \$500 annually. Reimbursements are subject to THE COMMITTEE's approval and will only be granted if the scholarship fund balance exceeds \$10,000.

Eligibility Criteria

Reimbursement applies to:

- Registration fees for IREM-sponsored events, including conferences, seminars, and workshops.
- Travel expenses (e.g., transportation, lodging) directly related to attending the event.
- Meals and incidental expenses as per IREM reimbursement guidelines.

Membership Requirements:

Applicant must be a member and current on all membership dues for IREM HQ & the Western Washington Chapter 27.

Reimbursement Amount and Disbursement

Reimbursement amounts will vary based on available funding and the event's total cost:

- Reimbursement will cover 50-100% of eligible expenses up to \$500 per year.
- Reimbursement will be disbursed directly to the applicant after submission of all required documentation and approval by THE COMMITTEE. Disbursement can be sent via check or electronically via Zelle.
- Reimbursements will not be granted if the event costs have already been covered by another IREM Foundation grant or scholarship or in the operating budget of IREM Western Washington.
- No funds will be granted ahead of the event.

Application Process

Reimbursement Application Form: [Fill Out Your Reimbursement Application Here](#)

Applicants must submit the Edna Viars Reimbursement Application and provide supporting documents in the form of written summary of the event's value, proof of attendance and receipts for expenses. Each submission is valid for a single event. A new application is required for each additional reimbursement request. Email supporting information to Info@IREM27.org within 24-hours of application.

Application Deadlines

- Applications must be submitted within 30 days following the event.
- Applicants will receive a reimbursement decision letter within 30 business days of submission.

Selection Criteria

THE COMMITTEE will evaluate applications based on:

1. Membership and dues status
2. Commitment to real estate management as a career and the potential for professional growth.
3. Participation in leadership roles and extracurricular activities within the industry.
4. Quality and clarity of the personal statement explaining the event's value.
5. Willingness to attend and/or volunteer at a minimum of one IREM Western Washington event within the calendar year of receiving reimbursement.