

## ALTA MEMBER EDUCATION FUND CRITERIA

### Section 1: PURPOSE

The Association of Lease and Title Analysts – Houston (ALTA) Member Educational Fund is set up to promote personal and professional growth among its members.

### Section 2: ELIGIBILITY

- Must be current member of ALTA (Houston) and in good standing at time of application
- ALTA members may submit application for tuition costs to attend educational instruction or training pertaining to the Lease and Title analyst, course to maintain or obtain CPLTA Certification or purchase materials required for the course of study or training.
- CPLTA's requiring funding to obtain credits to maintain their CPLTA status are eligible to apply. Applicant will be eligible to receive no more than \$500.00 in funds in any one (1) year period.
- The ALTA Board of Directors shall determine the amount and number of awards annually.

### Section 3: APPLICATION

- The Application for Educational funding is available on the ALTA Website ([www.altahouston.org](http://www.altahouston.org)).
- Applications for members wishing to attend college courses shall be completed and mailed to ALTA's PO Box by the end of each quarter of the applicable year.
- Applications for members wishing to attend training/seminars pertaining to the Lease and Title Analyst or CPLTA Certification shall be postmarked at least one (1) month prior to the training/seminar start date or prior to deadline of posted training/seminar.

### Section 4: SELECTION COMMITTEE

- The selection committee shall be made up of a Committee Chairperson and four committee members, but not less than two (2) and to be appointed by the Committee Chairperson in January of the applicable year.
- The selection committee shall meet (via tele-conference, email or in person) quarterly of each applicable year to consider scholarship applications and shall render their decision within thirty (30) days of each quarterly meeting.
- The selection committee shall meet upon receipt of an application for assistance to attend training/seminars and shall make every effort to render their decision within two (2) weeks (or sooner depending on the particular case, if deemed necessary by majority of the selection committee), but within thirty (30) days of receipt.
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### Section 5: AWARDING THE FUNDS

Scholarships shall be awarded in an amount to be determined by the selection committee and shall be made payable to the college, university, vocational school or organization sponsoring the training/seminar in the name of the recipient of the award. The funds must be redeemed within timeframe of educational training/seminar or will be forfeited.

### Section 6: THE EDUCATION FUND

Money collected for such educational funds shall be held by ALTA. ALTA may hold any fundraising activity and may accept any donation made to the educational fund and shall accumulate such funds raised or donated strictly for the educational fund awards only. Any funds left over and not used in any year shall be held for the next year.