

BERNARD F. SMITH  
MARIE LUCILLE TETREAU  
MEMORIAL SCHOLARSHIPS  
Sponsored by the Credit Union

In memory of Bernard F. Smith and Marie Lucille Tetreault and in the interest of its members, the Credit Union and the individual families have established two educational aid scholarship programs to advance the skills of its members in the areas of health care, finance, and nursing.

**Committee Structure**

- ❑ New members are to be appointed by the Chairperson of the Committee and the current members as necessary.
- ❑ The Committee is composed of at least two CU Board/Committee members, and a representative from either or both of the Smith family and/or the Tetreault family. Each non-family member will serve five-year terms, with renewing membership approved by the Committee.
- ❑ The Board of Directors will appoint the first chairperson. Subsequent chairs will be appointed by the Committee and approved by the Board of Directors.
- ❑ The Committee will meet at least annually in March – or at their discretion.

**Committee Policy & Procedure**

- ❑ The Committee may call on the Board of Directors and the Office Staff of the CU for assistance in considering applications.

**Bernard F. Smith Scholarship (Healthcare or Finance)**

- ❑ Funds are allocated directly from the CU's general fund account as part of their budget process in January of each year.
- ❑ There will be five \$1,000 scholarships available each year, with a lifetime total of \$2,000 per applicant. Scholarships will only be given to qualified applicants. If no applicants qualify, no scholarships will be given. An applicant pursuing a career in Nursing, may also apply for the Tetreault Scholarship.
- ❑ The awardee(s) will be informed in writing within ten days after the Committee meeting to explain the details of the award.
- ❑ Only tuition, books, laboratory or registration fees are considered for aid purposes.
- ❑ Payment will be made by the Treasurer of the Board of Directors to each approved applicant with proof of payment from their institution or directly to their institution.

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**Marie Lucille Tetreault Scholarship (Nursing)**

- ❑ Funds are allocated directly from the Marie Lucille Tetreault memorial scholarship credit union account. Funding to this account is made by private donations and not from the CU general fund. The Tetreault family is responsible for all financial and legal liabilities for this fund.
- ❑ There will be one \$500 scholarship available each year, with a lifetime total of \$1000. The scholarship will only be given to a qualified applicant. If no applicant qualifies, no scholarship will be given.
- ❑ The awardee will be informed in writing within ten days after the Committee meeting to explain the details of the award.
- ❑ Only tuition, books, laboratory or registration fees are considered for aid purposes.
- ❑ Payment will be made by the Treasurer of the Board of Directors to the approved applicant with proof of payment from their institution or directly to their institution.

**Bernard F Smith and Marie Lucille Tetreault Scholarships Criteria for Eligibility**

- ❑ The applicant must be a member in good standing for at least one year of the Credit Union.
- ❑ The applicant must have a high school, GED or preparatory school diploma. High school students must submit proof of their latest grade point average.
- ❑ The applicant must be accepted in an accredited program leading to a degree in the fields of Finance, Healthcare or Nursing. Certificate programs that do not lead to a degree will not be considered.
- ❑ Applicants in the field of Nursing may apply for both scholarships.
- ❑ Application used, must be the current version found on the Credit Union's website.
- ❑ All supporting documentation must be included with the application. Additional supporting paperwork may be requested by the Committee in order to conduct a complete review of the application.
- ❑ The applicant may be required to appear before the Scholarship Committee for a personal interview.

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**Applicant Procedure**

**Submit the following:**

- ❑ Completed Application (Application must be the current form found on Credit Union website)
- ❑ Grade point average for high school students
- ❑ Letter of Recommendation
- ❑ Course Description Literature  
Applicants must present a request for a specific training program and, if applying for college credits, should include a copy of the course or courses to be taken and the cost.
- ❑ Letter of Explanation from you, the applicant, outlining your education plan and reason for financial assistance

If the applicant is looking for reimbursement for money spent, appropriate receipts must accompany the application form.

**Mail to:**

Chairperson, Scholarship Committee  
C/O Credit Union, Inc.  
320 Pomfret Street  
Putnam, CT 06260

**Applications must be received by the 1<sup>st</sup> of March to be considered.**

**Incomplete applications, use of an older application, lack of supporting documents, and applications received after March 1st will disqualify the applicant.**

Revised 12/04, 12/07, 12/08/ 12/30/09, 12/29/10, 12/28/11, 12/19/2012, 12/18/13, 12/17/14, 12/16/15, 12/27/16, 12/27/17, 12/27/18, 12/19/19, 12/29/20, 12/22/21, 3/18/22, 12/28/22, 12/20/23