



## SCHOLARSHIP INSTRUCTIONS

Limited scholarship support is available for **the following SEI nonprofit executive education programs:**

- **Performance Measurement for the Effective Management of Nonprofit Organizations (PMNO)**
- **Strategic Perspectives in Nonprofit Management (SPNM)**
- **Governing for Nonprofit Excellence (GNE)**

Applications for scholarship support will be considered only after an individual has applied to and been admitted into the program. Scholarships are awarded on a funds available basis. For those that receive scholarship support, individual award amounts may vary. Awards will be based on a number of factors including: strength of program application, articulated organizational impact, and statement of financial need.

To submit an application for scholarship support, please complete the following steps:

**Step 1: Submit your application to the program you are interested in and then wait for an admissions decision.** Instructions for applying to the programs are available through the following links:

**PMNO** - [www.exed.hbs.edu/programs/pmno/](http://www.exed.hbs.edu/programs/pmno/)

**SPNM** - [www.exed.hbs.edu/programs/spnm](http://www.exed.hbs.edu/programs/spnm)

**GNE** - [www.exed.hbs.edu/programs/gne](http://www.exed.hbs.edu/programs/gne)

**Step 2: Once you have received official notification of your acceptance into the program, email a one-page letter entitled “[PROGRAM NAME (PMNO, SPNM, or GNE)] Scholarship Application” to [sescholarships@hbs.edu](mailto:sescholarships@hbs.edu).** The letter must include:

- Your name, nonprofit title and nonprofit organization
- Potential impact of your attendance on your organization
- Statement of financial need
- Any additional resources that you have sought to help support your attendance at the course
- Organization’s total budget and training budget
- Amount of scholarship support you are seeking

Scholarship decisions are made according to the schedule below.

### Scholarship Notification Schedule by Program

#### Performance Measurement for the Effective Management of Nonprofit Organizations (PMNO)

<i>If your scholarship application is complete ...</i>	<i>...you will be notified of the decision on your scholarship application by email</i>
By April 13	By April 27
After April 13	After April 27, on a rolling basis with a notification date of approximately 2-3 weeks from the date of your submittal*

*\*\*Please note: applications received outside of business hours are considered to be received on the next business day.*

***If you have additional questions, please review the FAQ below.***

#### Strategic Perspectives in Nonprofit Management (SPNM)

<i>If your scholarship application is complete...</i>	<i>...you will be notified of the decision on your scholarship application by email</i>
By June 1	By June 15
After June 1	After June 15, on a rolling basis with a notification date of approximately 2-3 weeks from the date of your submittal*

*\*\*Please note: applications received outside of business hours are considered to be received on the next business day.*

***If you have additional questions, please review the FAQ below.***

#### Governing for Nonprofit Excellence (GNE)

<i>If your scholarship application is complete ...</i>	<i>...you will be notified of the decision on your scholarship application by email</i>
By July 13	By August 1
After July 13	After August 1, on a rolling basis with a notification date of approximately 2-3 weeks from the date of your submittal*

*\*\*Please note: applications received outside of business hours are considered to be received on the next business day.*

***If you have additional questions, please review the FAQ below.***



## SCHOLARSHIP FREQUENTLY ASKED QUESTIONS (FAQ)

***Q. What is the typical scholarship award?***

A. Support amounts range from a partial tuition award to a full tuition award. (Note: Tuition includes books, case materials, accommodations, and on-campus program meals.) Participants are responsible for all travel-related costs.

***Q. What size organizations are an appropriate fit for a scholarship?***

A. Typically, scholarship awards are granted to organizations with operating budgets of at least \$1,000,000 and with at least five full-time employees. However, factors such as international equivalences and organizational capacity to implement the lessons learned upon completion of the program are taken into account as part of the scholarship award process.

***Q. What information is most important to the scholarship award committee in making award decisions?***

A. The committee pays particular attention to both the scholarship application and the program application in determining the individual and organizational fit with the program as well as to the potential organizational impact of the applicant's participation.

***Q. What are the deadlines to apply for the program and a scholarship award?***

A. HBS Social Enterprise Executive Education programs do not have an application deadline. Applications are accepted on a rolling basis until the program is at capacity. Programs tend to be oversubscribed so we recommend that applications be sent in as soon as possible. There is no deadline to apply for scholarship support. However, awards are determined on a funds-available basis.

***Q. How do I check on the status of my scholarship application?***

A. You will be notified of the decision on your application within the timeframe specified in the *Scholarship Notification Schedule by Program* presented in the preceding section of this document. Scholarship notification is sent by email.

***Q. Is it possible for me to request an earlier scholarship decision?***

A. No. All scholarship decisions will be made according to the notification schedule specified above.

***Q. If I am not awarded a scholarship, am I still responsible for the program fee?***

If you are not awarded a scholarship you are responsible for the program fee subject to the cancellation policy noted in your application. If you need to cancel or defer participation, you must submit your request in writing to both [exed\\_admissions@hbs.edu](mailto:exed_admissions@hbs.edu) and [sescholarships@hbs.edu](mailto:sescholarships@hbs.edu) more than 30 days before the program start date to receive a full refund. The full cancellation policy may be viewed on the HBS Executive Education website at [www.exed.hbs.edu/admissions/policy.html](http://www.exed.hbs.edu/admissions/policy.html).

***Q: If I am awarded a scholarship and have already paid the program fee, will I receive a refund for the amount awarded?***

Yes.