

Fairfax County Federation of Teachers

Member Education Professional Scholarship

Application Guidelines

The Fairfax County Federation of Teachers has established its member education professional scholarship application to provide funds for the purpose of furthering education of members.

In order to be eligible for scholarship money all applications must be received no later than the following deadlines:

- Summer Semester: September 30th
- Fall Semester: January 31st
- Spring Semester: June 30th

All Scholarship Applications will be reviewed after this date and only recipients will be notified. Incomplete applications will not be considered. The selection committee will award one scholarship of up to \$500 each semester.

*** Each Member will be awarded no more than one scholarship per academic year.***

How to apply for an FCFT Member Education Professional Scholarship

Step One: Be a qualified applicant. A qualified applicant is a current member of the Fairfax County Federation of Teachers (FCFT) who has completed coursework from an accredited college or university within the current academic year.

Step Two: Read the following guidelines carefully and thoroughly before completing your application.

Step Three: If you are a first-time applicant or if you have any questions, please email your questions to info@fcft.org or call at 703 451- 6840.

Step Four: Fill out the application completely. A successful application will include:

- ☐ Member Information Form
- ☐ Applicant Statement (maximum 250 words printed)
- ☐ Confirmation of Coursework for Tuition Reimbursement and Applicant Attestation Form
- ☐ Copy of Official Course Transcript
- ☐ Course Invoice

Step Five: Mail your application to FCFT. All items must be included and sent at the same time to:

Fairfax County Federation of Teachers
7405 Alban Station Ct, Suite B215
Springfield, VA 22150

Fairfax County Federation of Teachers
Member Education Professional Scholarship
Application 2026-2027
Member Information

Name of Scholarship Applicant: _____
First MI Last

Home Address: _____
Number & Street

City State Zip

Phone: _____

Personal Email: _____

Employee ID#: _____ *(Required)*

Number of Years in FCPS: _____ Number of Years of FCFT membership: _____

Your current job title/work assignment: _____

Your current work location: _____

Applicant Statement

Directions:

- Please describe your future aspirations in the field of education and discuss how this scholarship will benefit you in this endeavor in a maximum of 250 words.
- Attach your statement on a separate sheet.
- The statement must be doubled spaced. Font size must be 12 and a standard font is required.
- Do not hand write.

Confirmation of Coursework for Tuition Reimbursement

Please complete the following steps:

1. Complete this Confirmation of Coursework sheet for the College or University class taken during the 2026-2027 academic year (Summer, Fall or Spring).
2. Attach your application.
3. Attach your official transcript.
4. Attach a copy of your invoice. Reimbursement cannot exceed the cost of your class.

Name: _____ **Worksite:** _____

University or College: _____

Course Title: _____

Course must be completed within the current school year, July 1, 2026 through June 30, 2027.
Please select the semester you are applying for:

Summer 2026 _____ **Fall 2026** _____ **Spring 2027** _____

No. of Credit Hours: _____ **Starting Date:** _____ **Ending Date:** _____

Applicant Attestation

***I Hereby Affirm** that I have completed the above coursework. I understand that no funds shall be transmitted until FCFT receives the official transcript and tuition invoice to confirm course completion and payment. I understand that enrollment must be completed within the current academic year (2026-2027).*

Date

Signature of Applicant