


GUAM POWER AUTHORITY Authority Policy	No.: AP-068	Issued: April 8, 2010
	Prepared by: Julie L. Quinata, Personnel Services Administrator	
Title: ENGINEERING SCHOLARSHIP PROGRAM	Approved by:  JOAQUIN C. FLORES, P.E., General Manager	
	Approved by: (N/A) SIMON SANCHEZ, Chairman Consolidated Commission on Utilities	
Effective Date: April 8, 2010 (REVISED)	Supersedes No.	Page 1 of 8

1.0 **OVERVIEW:**

The Guam Power Authority (GPA) is experiencing difficulty recruiting and retaining a sufficient number of certified, technical and professional employees. The ability to maintain trained and skilled employees is a significant factor in the overall efficiency and effectiveness of the utility's equipment and facilities, decreasing operational costs, decreasing utility rates, and improving services to rate payers. Compensation is a significant obstacle to recruitment and retention. Skilled, professional workers are generally compensated at salary levels that are non-competitive with the U.S. mainland. In light of this, the Engineering Scholarship Program is another tool for Management to use to attract and retain skilled and professional personnel, particularly those individuals with strong ties to Guam and whom have considered making Guam their home.

2.0 **PURPOSE:**

To administer and provide scholarships to individuals interested in the engineering profession and gainful employment with the Guam Power Authority upon completion of a degree program.

3.0 **CRITERIA OF ELIGIBILITY:**

All applicants must:

1. Be enrolled in an accredited college or university; or
2. Be a high school graduate or a high school senior and seriously considering enrolling in an accredited college or university.
3. Be pursuing a Bachelor's degree in Engineering.
4. Be a U.S. citizen or legal resident of the United States.

4.0 **APPLICATION PROCEDURES:**

1. All applicants must:
 - a. Complete an application for scholarship.
 - b. Enclose all items requested and only those items requested.
 - c. Answer all questions on the application.
 - d. Include on each attached page the applicant's name, address and school.
2. Required Documents: (Be sure each page includes your name, address and school in the upper right hand corner.)

- a. Provide an official transcript from all colleges or universities attended or high school transcripts if applying as a Freshman.
- b. Provide the following information if planning on attending an off-island university:
 1. University name, location, and information regarding the Engineering school, programs offered, and degree requirements.
 2. Schedule of degree completion broken down by semester/quarter considering degree requirements.
 3. Financial plan broken down by semester quarter for completion.
- c. A brief biography, no longer than two (2) pages, describing the following:
 1. Academic strengths and challenges.
 2. Work Experience, if any.
 3. Career objectives.
- d. A list summarizing principal interests and activities, noting those in which you have held official positions.
- e. An essay, no more than two (2) type-written pages in length, describing why you are interested in obtaining a scholarship from Guam Power Authority and your goals within the next five (5) to ten (10) years.
- f. Provide two (2) letters of recommendations from individuals other than your immediate family members.

5.0 **NUMBER OF SCHOLARSHIP AWARDS:**

Scholarship awards are based solely on the needs of the Guam Power Authority and may vary from year to year. Priority for awards shall be given to Junior or Senior Engineering students within four (4) semesters of graduation.

6.0 **SCHOLARSHIP COMMITTEE:**

The committee as appointed by the General Manager:

1. Shall consist of seven (7) members. The membership is: four (4) Engineers manager/supervisor, two (2) Administrative managers/supervisors, and one (1) Human Resources manager/supervisor. The Human Resources Division will serve as the coordinator of the Engineering Scholarship program.
2. Shall serve in the committee for two (2) year terms or as designated by the General Manager.
3. Shall review and determine how many scholarships will be awarded each year.
4. Shall interview and recommend a recipient (s) of a scholarship award (s).
5. Shall review and make recommendations of 'special requests' from a recipient for consideration or deferment.
6. Shall review and recommend the college/university a scholarship recipient may attend and consider all costs associated with that institution.

7. The General Manager is the final approving authority for all recommendations and/or determinations of the Scholarship Committee.

7.0 **SCHOLARSHIP BENEFITS:**

Scholarship recipients are eligible for the following benefits:

1. Tuition and fees each academic year to be paid by the Guam Power Authority for a period of not more than five (5) years in an undergraduate program at the University of Guam, or at an authorized and accredited off-island institution, or a combination of attendance at said institutions.
2. Freshman students may be required to attend the pre-engineering courses at the University of Guam for the first two (2) years as a scholarship recipient of the Guam Power Authority. Upon completing the required course work in this program, students may transfer to an accredited off-island institution to complete their engineering studies for a period of not more than three (3) years.
3. Should a student have already entered his/her Freshman or Sophomore year in an off-island institution, he/she may submit an application for consideration by the Scholarship Committee. Student must provide an academic plan and a financial breakdown of the costs to be incurred as approved by the Guam Power Authority.
4. A monthly stipend (for nine months) based on the following:
 - a. Eight hundred dollars (\$800.00) for freshman and sophomore students under the scholarship program.
 - b. One thousand dollars (\$1000.00) for junior and senior students under the scholarship program.
 - c. Three Hundred Fifty dollars (\$350.00) maximum for any student under the scholarship program attending any inter-session courses during the Summer semester.
5. Scholarship recipients authorized to attend an off-island institution will receive the cost of airfare for one-way, economy airline ticket to the school of attendance and one-way economy airline ticket return to Guam upon completion of degree requirements. The Guam Power Authority may incur expenditures once per academic year for a scholarship recipient's travel to and from Guam based on emergency life threatening conditions of an immediate family member. For this purpose, immediate family member consists of father, mother, sibling, child, spouse.
6. An allowance of six hundred dollars (\$600.00) maximum per semester and two hundred dollars (\$200.00) maximum for each summer session will be granted for textbooks.
7. Optional Summer inter-session is allowed ONLY for classes related to the Engineering curriculum that will be counted towards an Engineering degree. The recipient must obtain approval from the committee prior to enrollment. Each scholarship recipient will receive tuition, fees, and textbooks if enrolled for Summer inter-session.

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8. Other allowances as justified by the recipient may be admissible as deemed necessary by the Scholarship Committee and approved by the General Manager.

8.0 **OBLIGATIONS OF SCHOLARSHIP RECIPIENTS:**

The recipient of a scholarship award must fulfill the following obligations:

1. Comply with all provisions of Guam Power Authority Engineering Scholarship Program.
2. Submit his/her class schedule each semester/quarter within five (5) days of registration.
3. Submit proof of detail charges of tuition and fees within thirty (30) calendar days after the start of each semester/quarter.
4. Maintain a cumulative grade-point average of not less than 2.5 at the end of each semester/quarter.
 - a. The cumulative grade-point average will be calculated from the time of award and will not include college courses taken prior to the award.
 - b. Any student who fails to comply with this provision shall be placed on probation and must meet the academic standard prescribed herein by the end of the term immediately following the term in which the student incurred probationary status.
5. Submit an official transcript within thirty (30) days at the end of each semester/quarter.
6. Must enroll for and maintain full-time student status, minimum twelve (12) credit hours per semester/quarter. Should the college or university's policy not reflect this standard full-time enrollment, the student must obtain verification certifying the full-time status for that term.
7. A Scholarship recipient requesting a transfer to another university including those attending the University of Guam's pre-engineering program must submit a request for approval along with the following information:
 - a. University name, location, and information regarding the Engineering school, programs offered, and degree requirements.
 - b. Academic plan providing a schedule of courses by semester/quarter considering probability of transfer credits being accepted and degree requirements.
 - c. Projected cost breakdown of tuition and fees by semester/quarter until completion.
 - d. For University of Guam students, provide information from at least two (2) universities. This submittal is due no later than 30 days after the end of the second semester under the program.
8. Juniors and Seniors must update and submit an academic plan and a cost breakdown in accordance with 7b and 7c prior to the start of each semester/quarter.
9. Obtain written approval from the Guam Power Authority Scholarship Committee before:
 - a. Transferring to another institution; transfer (s) may be approved by the Scholarship Committee if such transfer (s) would not extend the length of time required to complete the program;

- b. Changing major program; change (s) may be approved if such change (s) would not extend the length of time required to complete the program (change (s) in major are not allowed in the last academic year of attendance).
 - c. Withdrawing from any institution, unless such withdrawal was due to circumstances beyond the student's control and the Scholarship Committee subsequently approves such withdrawal in writing.
 - d. Withdrawing from any class after the add/drop period allowed by the University.
 - e. Changing enrollment status from full-time to part-time.
10. GPA shall not be obligated to pay for courses that the recipient repeats whether due to failure to pass, withdrawal after the add/drop period, desire to improve his/her grade point average or desire to improve his/her chances of being accepted into an Engineering school. Should the recipient elect to retake a course(s), the cost of the course(s) will be deducted from GPA's tuition payment and the recipient shall be obligated to pay for the course(s) and any related fees .
11. Changes to scholarship award status, known as "special requests" shall be submitted to the Scholarship Committee in writing from a recipient. Such status change shall include, but will not be limited to the following: change of major, change of institution, change of graduation date, deferment of attendance, deferment of service obligation to include, but not limited to military service or obligation.
- a. Except for deferment requests and change of graduation date, special requests shall be submitted to the Scholarship Committee no later than three (3) months (ninety (90) calendar days) prior to the start of the academic term for which the request is to take effect. Requests received after the three (3) months (ninety (90) calendar days), shall be acknowledged and returned without any action indicating non-compliance with the deadline requirement.
 - b. Change of graduation date and deferment of service obligation may be considered to allow the recipient to complete his/her degree requirements at his/her own expense beyond the five (5) years allotted under this program. In this case, the recipient may request to defer his/her service obligation for up to one (1) year if approved in advance by GPA.
12. Provide all information as requested by GPA , attend all meetings scheduled by GPA, and comply with all directives of the Authority.
13. All scholarship recipients, upon obtaining a Bachelor degree in Engineering shall work on a full-time basis at the Guam Power Authority for three (3) years for each year of assistance under the scholarship program. Service obligations shall not be served concurrently during the scholarship recipient's employment with the Authority and while on academic status.
14. By accepting the scholarship award, the recipient agrees that the Guam Power Authority may obtain any and all information from the respective institution as needed to comply with the provisions of this program.

9.0 CANCELLATION/FORFEITURE OF AWARD:

Any of the following shall result in the cancellation/forfeiture of a scholarship award. Cancellation/Forfeiture results in the monetary repayment obligation for any and all funds received under the Guam Power Authority Engineering Scholarship Program.

1. Failure to enroll in the Fall semester/quarter of the academic year immediately following the granting of the Scholarship Award, unless deferment of enrollment in that semester/quarter is approved in advance by the Scholarship Committee. A recipient granted such deferment will forfeit the scholarship award for failure to enroll in the next semester/quarter immediately following the approved deferment..
2. Failure to maintain a cumulative grade-point average of 2.5 in accordance with 8.4 or its equivalent (acceptable by the Scholarship Committee), except that a recipient shall be allowed one (1) academic term in which to regain this average without cancellation of the scholarship award.
3. Failure to maintain full-time status. Failure to meet the academic and/or other requirements governing full-time students at the institution of attendance, except that a recipient shall be allowed one (1) academic term in which to regain full-time status before cancellation of such recipient's scholarship award.
4. Failure to return for service at the Guam Power Authority after obtaining a Bachelor's Degree in Engineering, unless deferment of service obligation is approved in advance by the GPA Scholarship Committee. A recipient granted such deferment will forfeit the scholarship award for failure to return for service to GPA immediately after the approved deferment time period has elapsed.
5. Suspension or dismissal for academic deficiency, disciplinary reason (s) or conviction of a felony.
6. Change of institution and major without prior approval from the Scholarship Committee.
7. Failure to comply with all directives and submit information requested by the committee including failure to submit an academic and financial plan as required by GPA.
8. Failure to comply with all the terms and provisions of the Guam Power Authority Engineering Scholarship Program.
9. Recipients granted deferment for the Fall/Spring semesters/quarters will not receive any stipends for that period of deferment.
10. In the event that pursuant to items 2 and 3 of this section, the recipient regained entitlement to the recipient's scholarship award, such recipient shall not be required to repay the amount awarded for that academic term in which the academic deficiency or failure to maintain a full-time status occurred until after graduation, or other termination of studies for any other reason.

10.0 **SERVICE CREDIT:**

1. Service Credit. Within three (3) months after graduation, the recipient must be gainfully employed with the Guam Power Authority. In the event that any portion of the assistance is not repaid through service credit, the amount unpaid in service credit shall become due and payable.
2. Ineligibility for Service Credit. Any recipient who did not receive the degree sought with assistance from the Guam Power Authority Engineering Scholarship Program, shall be ineligible for service credit. All monies disbursed during attendance under the program will become due and payable and shall be subject to an annual interest rate of eight (8%) percent in monthly installments. Such payments shall not exceed five (5) years. The Finance Division will be responsible for computing the recipient's monthly installment payments in the event of default.
3. Termination of Employment. Scholarship recipients who terminate employment with the Guam Power Authority for any purpose, or who are terminated for cause by GPA's management, shall repay the amount of unpaid service credit. All monies due and payable and shall be subject to an annual interest rate of eight (8%) percent in monthly installments. Such payments shall not exceed five (5) years. The Finance Division will be responsible for computing the recipient's monthly installment payments in the event of default.
4. Death or Total Disability. In the event the recipient should become totally disabled (physiological or psychological) or pass away prior to completing service credit, any obligation on the note shall be terminated upon certification of two (2) physicians licensed to practice in Guam and/or the United States or upon verification of death.

11.0 **EMPLOYEES AT GUAM POWER AUTHORITY (GPA):**

1. The Engineering Scholarship Program is applicable to all regular full-time employees at the Guam Power Authority interested in pursuing a Bachelor's degree in engineering and developing their career as a professional engineer.
2. Employees currently in their third and/or fourth year under the GPA Apprenticeship Training Program must complete all certification requirements to be eligible for the Engineering Scholarship Program.
3. Regular full-time employees who receive a scholarship award:
 - a. must comply with all applicable provisions of the Engineering Scholarship Program.
 - b. will receive administrative leave to attend all courses without making-up work hours.
 - c. will continue to accrue annual and sick leave hours up to the maximum allowable hours per fiscal year. Annual leave hours in excess of the one hundred (100) hours credited to sick leave at the end of the fiscal year is automatically forfeited and will not be carried over into the new fiscal year.

- d. is not authorized any annual leave during the course of the program, except for any period of deferment approved by the Scholarship Committee and the General Manager.
- e. will maintain pay status and benefits of a full-time employee.
- f. may be required to attend the pre-engineering courses at the University of Guam for the first two (2) years as a scholarship recipient of the Guam Power Authority
- g. Employees attending the University of Guam, must report to work and continue full-time employment when not enrolled on a full-time basis.
- h. Employees attending the University of Guam on a part-time basis during any semester must report to work, but are not required to make-up work hours. Employees must arrange administrative leave time inclusive of study and travel time for enrollment on a part-time basis. Administrative leave must support the requirements of the Engineering Scholarship Program and must not be unreasonably denied.
- i. Employees attending off-island institutions:
 - a. will continue to receive full-time compensation and benefits.
 - b. must enroll in Summer session either on a full-time or part-time basis to continue receiving administrative leave.
 - c. who do not enroll in courses for the Summer term and who do not return to Guam will be charged annual leave. Annual leave in excess of the one hundred (100) hours credited to sick leave will be deducted prior to any forfeiture of annual leave.

12.0 **DELEGATION OF AUTHORITY:**

The General Manager is delegated authority to amend the provisions of this policy as necessary or to include other disciplines for degree to meet the critical need and demand of the Authority's mission without further action from the Board.

13.0. **CONFLICT:**

In the event any revised provisions of this policy herein is found to be in conflict with a previous provision under which the student was awarded a scholarship, the provision in effect at the time of the award shall continue to apply to the student for the remainder of the recipient's studies for which the award was made.

**GUAM POWER AUTHORITY
ENGINEERING SCHOLARSHIP PROGRAM
PROMISSORY NOTE**

ACADEMIC YEAR: _____

I, _____, DEBTOR, herein, hereby accept the Engineering Scholarship Award granted by the Guam Power Authority in accordance with Authority Policy No. AP-068 to attend the _____ for (a) Tuition and Fees, (b) Stipends for the regular terms and/or for the summer attended, if applicable, and as defined by the provisions of the Engineering Scholarship Award, (c) Book Allowance of \$600.00 (maximum) per semester and/or \$200.00 (maximum) for summer; and (d) One-Way Economy Airfare from Guam to the approved institution or from the approved institution to return to Guam to initiate employment, or for emergency, if this benefit is applicable to me as an eligible recipient. I understand, it is my responsibility to submit to the Guam Power Authority Human Resources Division receipts of my actual cost of tuition and fees, books, and economy airfare ticket to or from the eligible destination, in order to be reimbursed for the actual expenses.

CONDITION OF SERVICE OBLIGATION:

As a condition for accepting this Scholarship Award, I, Debtor, agree to remain a resident of Guam or for education purposes only, I may change my residency for receiving the lower tuition rate allowed, or to reside in Guam and maintain employment with the Guam Power Authority upon graduation, throughout the duration of the Scholarship Award.

- I further agree, understand, and acknowledge that I am obligated as:
 - A) An Off-Island recipient to return to Guam upon completion of studies;
 - B) An On-Island recipient to remain on Guam upon completion of studies.
- I further agree to begin employment with the Guam Power Authority within three (3) months from stated completion date of _____ unless the Guam Power Authority extends the time to fulfill this obligation, and to be so employed and earn Service Credit in accordance with the provisions of the Engineering Scholarship Award Program. Debtor understands that no amount under this Scholarship Award shall be due and payable during the period of such employment.
- I further agree that Service Credit shall be at a rate of three (3) years for every year of funding assistance under the scholarship program (3:1). Service credit is defined and governed by the Engineering Scholarship Program Policy.
- I further agree to repay the amount of unpaid service credit for monies due and payable and subject to an annual interest of eight percent (8%) in monthly installments not to exceed five (5) years upon termination for cause by GPA's management.

FORFEITURE:

In the event the Scholarship Award is forfeited as defined in Section 9.0 of the Engineering Scholarship Program Policy, the Guam Power Authority may, without notice, accelerate the payment schedule and require immediate payment of the unpaid portion of the award, collection fees, including 8% interest.

DEFAULT:

Should Debtor default on monthly payments or service credit obligation as defined in Section 10.0 or fails to satisfy the other terms and conditions of this Promissory Note, the Guam Power Authority has the right to give notice that the entire outstanding principal balance plus interest be due and payable at once. The guarantors will also receive a copy of the same notice.

ADDITIONAL AGREEMENTS:

The proceeds of this Scholarship Award shall be used only for educational purposes specified in the policy. Any notice required to be given will be effective when sent by first class mail to the latest address the Guam Power Authority has on file. The Authority's failure to enforce or insist the Debtor comply with any terms of this Promissory Note is not a waiver of Guam Power Authority's right hereunder. No provision of this Promissory Note may be modified except in writing. If Debtor becomes totally and permanently disabled, or dies, Debtor or the guarantors may, by written request, petition the Guam Power Authority to discharge in full or in part all obligations for the repayment of the scholarship award. If any provision of this Promissory Note is determined to be unenforceable or is prohibited by law, such provision shall be considered ineffective without invalidating the remaining provisions of the Promissory Note.

PREPAYMENT:

Debtor, as an option and without penalty, may prepay all or any part of the principal or accrued interest of this scholarship award at any time.

GOVERNING LAW:

Debtor agrees that the Guam Power Authority or an official representative may bring suit to enforce this Promissory Note. Debtor further agrees that any such suit, may be brought in Guam and will be governed by the laws of Guam.

By signing this Promissory Note, the Debtor, agrees to be bound by the promises made above, and further acknowledges receiving an exact copy of this note. Further, the signatories attest to having read and understand and agree to follow the provisions of the Guam Power Authority Engineering Scholarship Program policy.

Funding of the Guam Power Authority Engineering Scholarship Program and benefits herein is subject to the availability of funds.

Signature of Scholarship Recipient

Social Security Number

Date

On this _____ day of _____, personally appeared before me the person named _____ known to me to be the person whose name is subscribed to the foregoing Promissory Note and duly sworn by me, made oath that she/he executed the same as her/his free and voluntary act and deed for the purposes and conditions therein set forth.

NOTARY PUBLIC

**GUAM POWER AUTHORITY
ENGINEERING SCHOLARSHIP PROGRAM
PROMISSORY NOTE**

ACADEMIC YEAR: _____

CO-SIGNERS STATEMENT OF RESIDENCY AND FISCAL RESPONSIBILITY

We, the co-signers, residents of _____ are financially responsible and jointly and severally guarantee payment of the attached Promissory Note of _____ under the Guam Power Authority Engineering Scholarship Program in accordance with the terms and conditions stated in said Note. Our consent is hereby given that with or without notice to both, or either of us, the Guam Power Authority may alter, compromise, accelerate, extend, suspend or change the time or manner of payment of this Note. No delay or failure to enforce any change the time or manner of payment of this Note. No delay or failure to enforce any provision of this Promissory Note or the Guam Power Authority Engineering Scholarship Program Policy shall constitute a waiver or limitation of rights enforceable hereunder.

Co-signer 1:	Co-signer 2:
Name (type or use block letters)	Name (type or use block letters)
Signature	Signature
Date: _____ SS#: _____	Date: _____ SS#: _____
Mailing Address:	Mailing Address:
Home Address:	Home Address:
Telephone: (H) (WK)	Telephone: (H) (WK)
Employer & Address:	Employer & Address:

On this _____ day of _____, personally appeared to the persons named _____ and _____ known to me to be the person whose names are subscribed to the foregoing Promissory Note and duly sworn by me, made oath that they executed the same as co-signers as their free and voluntary act and deed for the purposes and conditions therein set forth.

NOTARY PUBLIC