



## POLICY AND PROCEDURE

<b>Function:</b>	<b>Human Resources</b>	<b>Policy Number:</b>	<b>THS 369</b>
<b>Subject:</b>	<b>Thomas Health Nursing Scholarship Program</b>	<b>Distribution:</b>	<b>Thomas Health System System-wide</b>
<b>Prepared By:</b>	<b>Associate Administrator; Director Nursing Resources; Senior Vice President of Nursing/CNO</b>	<b>Effective Date:</b>	<b>November, 2017</b>
		<b>Last Review, Revision Date:</b>	<b>August, 2018</b>
<b>Approved By:</b>	<b>System Human Resource Director; Senior Vice President of Finance/CFO; Senior Vice President of Nursing/CNO</b>	<b>Approved By:</b>	<b>President/CEO</b>

### I. PURPOSE

To increase the number of practicing bedside nurses at Thomas Health by providing scholarships for entry level and graduate nurses meeting the stipulated qualifications.

### II. SCOPE & RESPONSIBILITY

This policy applies to Human Resources, The Foundation and prospective scholarship recipients. These scholarships are awarded on a competitive basis without reference to race, sex, religion, national origin or physical handicap and may be used at an accredited college or university. This policy is under the direction of the Thomas Health Nursing Scholarship Committee.

### III. INTRODUCTION

As a reflection of Thomas Health and The Foundation for Thomas Health commitment to meeting the healthcare needs of the community we serve, scholarship programs is offered to those prospective students meeting the established criteria and are interested in committing to Nursing at Thomas Health.

### IV. POLICY

#### A. Eligibility

1. High School or College students either be accepted into, or currently enrolled in an undergraduate nursing program at an accredited college or university during the academic year for which the scholarship is given.

2. High School or College students who are accepted to an accredited school of nursing program.
3. 3.0 GPA or higher in the most recent high school or college transcript with a minimum of 2.0 GPA in any nursing course.
4. Must attend college or university full time.
5. Priority will be given to
  - a. Thomas Health employees
  - b. Students who attended the Thomas Health Junior or Senior Nursing Academies, or who participated in the THS Volunteer program.
  - c. United States Veterans
6. Completion of Portfolio and submission by deadline.
7. Only candidates who meet eligibility requirements and submit required criteria as requested will be considered. Failure to comply with any required portion of the application or portfolio will result in forfeiture of consideration.
8. Applicants are eligible to apply for more than one scholarship offered by Thomas Health or the Foundation for Thomas Health
9. Scholarship monies will be awarded up to the amount available on an annual basis.

#### **B. Application Portfolio Submission**

1. The applicant is responsible for gathering and submitting all information and necessary forms. All information submitted is confidential and will be reviewed only by the Thomas Health Nursing Scholarship Committee.
2. Submitted in a 1” 3 ring binder. Cover page should include applicant’s name, year and Thomas Health Nursing Scholarship
3. Scholarship Application
4. Essay - Typed using 12 point Times New Roman font, double spaced and 1 – 2 pages
  - Use the following topics as guidelines for inclusion in the essay.
    - a. How the scholarship will assist in obtaining educational/career goal.
    - b. Factors that influenced the applicant to choose a Nursing Career
    - c. Personal qualifications which will assist in completing educational goal.
    - d. Character attributes
5. Transcripts/Grades
  - High School Graduate/Senior: High school transcript/report card with 3.0 or higher GPA for most recent semester and cumulative GPA of at least 3.0. Document must be signed by school counselor or principal. Document must be enclosed in envelope with school seal clearly identified on the outside and school counselor or principle signature on the back of the envelope seal.
  - College student who does not have grades from the most recent semester, you must submit an official transcript in sealed school envelope
  - College student currently taking courses, you may submit grades from the current semester. Document may be downloaded from website, however must include student’s name (not handwritten), college, current GPA and cumulative GPA.
6. Print and authorize through signature consent forms for each of the letters of recommendation and references

7. Letters of Recommendation (2) in separate sealed envelopes, with the signature of the person completing the recommendation on the envelope closure. Contact information and information regarding relationship to the applicant should be included in the letter. All letters should be completed by someone other than a family member, and may include clergy, teacher, counselor, or employer.
8. References (3) to be completed by teacher/counselor, previous/current employer or community service representative). Submit in separate envelopes securely attached to the tab divider for this section. Each envelope must have the signature of the person completing the form on the envelope closure. *References will not be released.*
9. Interviews: Potential recipients may be interviewed by Thomas Health Nursing Scholarship Committee.
10. Deadline for submission:
  - October 31 for Spring Semester
  - April 30<sup>th</sup> for Fall Semester

Submit Portfolio to:

Thomas Health Nursing Scholarship Program  
Thomas Memorial Hospital  
Nursing Administration  
4605 MacCorkle Ave SW  
South Charleston, WV 25309

#### C. **Selection Process**

Scholarships are awarded on the basis of merit. The academic, extracurricular and employment accomplishments of each applicant are evaluated and scored according to pre-established criteria. Any applicant not selected one year may reapply in any later semester/year for which he or she is eligible.

The selection committee reserves the right to award higher or lesser scholarship amounts based upon the number of applications received.

If applicants are equal in merit, priority will be given to

- a. Current Thomas Health employees
- b. Students who attended the Thomas Health Junior or Senior Nursing Academies, or who participated in the THS Volunteering program.
- c. United States Veterans

#### D. **Scholarship Recipients**

The amount awarded in the scholarship, to be applied toward tuition, fees or books, will be sent directly to the school as designated by the scholarship recipient. If a recipient drops out of school while the award is in effect, funds must be returned commensurate with the school year remaining.

#### E. **Terms of Employment Service Agreement:**

1. Recipients of The Thomas Health/Foundation for Thomas Health Nursing Scholarship require an Employment Service Agreement with Thomas Health agreeing to work 1 year post orientation for each \$2500 awarded. For example, \$5000 would result in a 2

year commitment. Commitment will be adjusted if award amounts differ from these amounts.

2. Employment will be offered based on positions available at the time of the student's graduation. If there are no positions available, or if the Hospital is unable to offer a position, the obligation to Thomas Health will be considered satisfied. The money awarded would not have to be repaid.
3. Scholarship recipients who do not fulfill their commitment to be employed, or do not complete their academic program are required to repay scholarship funds. Monies will be due in full within three months of graduation, or withdrawal from the nursing program.
4. Failure to fulfill the Employment Service Agreement obligates the recipient to repay the balance of scholarship funds on a prorated basis, based on the length of employment with Thomas Health, if any.
5. If the Employment Service Agreement is not signed, the scholarship will not be awarded.
6. Existing TH HR policies will be in effect with regard to transfers and reassignments.

#### **F. Renewal Requirements**

This Scholarship is renewable, and number of renewals is based upon the type of Nursing program, ADN (4 semester awards) vs. BSN (6 semester awards). To be considered for renewal, a recipient must submit progress reports following each grading period. The following are required for reconsideration:

- Retention of an academic overall GPA of 2.5 on a 4.0 scale.
- Submission of current transcripts
- Letter of recommendation from faculty advisor from the college/university.
- Thank you note to scholarship source
- Student may be required to provide a formal presentation on progress to the funding source.

#### **G. Tax Implications**

Scholarships awarded under this program will not be reported as taxable income to the recipient pursuant to federal tax guidelines.

#### **H. Educational Loan Repayment Program**

Individuals whose completed education would have qualified them for application to the Scholarship Program may apply for repayment of the balance of existing educational loans used to obtain the qualifying degree.

1. The applicant must meet all institutional, course and GPA requirements outlined in the Scholarship Program.
2. The applicant will be eligible for repayment amounts consistent with the degrees outlined in the Scholarship Program (\$10,000 for ADN; \$15,000 for BDN).
3. Repayment amounts will be based on existing educational loan balances, not the original educational loan amounts.
4. Applicants will be required to execute work commitment agreements consistent with those outlined in the Scholarship Program.
5. Loan repayments will be made directly to the entity holding the educational loan.

6. Loan repayments will be made at the end of each completed year of work commitment.
7. The beneficiary of the loan repayment will receive a 1099 for any amounts paid under the Educational Loan Repayment Program for tax reporting purposes.