

Beacon Health System

Scholarship Reimbursement Checklist

Beacon Health System offers a competitive scholarship program to high achieving associates pursuing a degree from an accredited institution. To ensure that you receive your scholarship award, please be sure to enclose the following materials prior to submission:

	Copy of Final Semester Grade(s)
	Itemized Paid Tuition Receipt
	Paid Receipt(s) for Book fees
	Scholarship Applicant Donor Thank You Letter

Completed Scholarship Reimbursement materials should be sent to:

Stacey Chrzan, Human Resources
Beacon Health System
615 N Michigan Street
South Bend, IN 46601

NOTE: The Scholarship Applicant Thank You Letter is a mandatory requirement for receiving scholarship funds. The Thank You Letter must be newly composed each semester, be one (1) page, double spaced, typed in 12 point font and include the following:

1. What did this scholarship mean to you?
2. Would it have been difficult to go to school without the scholarship?
3. What was your favorite thing about your educational experience?
4. What will you say that can thank the donor who provided funding for your scholarship?
5. In your words, why is it important for donors to support scholarships at Beacon?
6. Any additional comments you would like to include.

Scholarship funds will not be paid to associates until Human Resources receives all reimbursement materials listed above. Failure to comply will result in loss of scholarship awards.

For more information, contact Stacey Chrzan by email at schrzan@beaconhealthsystem.org or call 574-647-2194. Materials can be faxed to 574-647-6514 or emailed to schrzan@beaconhealthsystem.org.