



Policy /Procedure Document	
<b>Category/Source:</b>	Human Resources
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<b>Last Review Date:</b>	Date policy was last reviewed without revisions
<b>Last Revised Date:</b>	August 5, 2016
<b>Next Review Due:</b>	June 12, 2018
<b>Policy Owner:</b>	Steve Eller
<b>Required Approvals:</b>	Chief Human Resources Office, Entity Presidents

<b>TITLE:</b>	Scholarship Program
<b>SCOPE:</b>	All applicants must be employed through Beacon Health System. Eligible associates must be employed a minimum of one (1) calendar year and be hired/approved to work a minimum of 32 hours per pay period as recorded in PeopleSoft.
<b>PURPOSE:</b>	To set forth the scholarship program procedures including eligibility guidelines, application requirements, award and reimbursement processes, and service requirements.
<b>POLICY/PROCEDURE:</b>	<p><b><u>Eligibility:</u></b></p> <ul style="list-style-type: none"> <li>• Be employed a minimum of one (1) year.</li> <li>• Be hired/approved to work a minimum of 32 hours per pay period as recorded in PeopleSoft.</li> <li>• Be pursuing a degree in one of the following fields: Nursing (BSN or higher), Radiology, Radiation Therapy, Respiratory Therapy, Surgical Technologist, Therapy (Occupational, Physical, or Speech), or any other related field or degree Beacon Health System identifies as a high demand skill.</li> <li>• Maintain a minimum cumulative GPA of 3.0 on a 4.0 scale. Scholarship applicants and recipients who do not meet the minimum cumulative GPA requirement will not be eligible for scholarship funding until the required cumulative GPA is attained.</li> <li>• Receive a course grade of 'C' or better. Scholarship applicants and recipients who do not meet the minimum course grade requirement will not be eligible for scholarship funding for one (1) semester following the semester in which the course grade(s) fell below the minimum.</li> </ul> <p>Associates who do not meet the eligibility requirements will not be considered for a scholarship award.</p> <p><b><u>Application</u></b></p> <p>Associates must apply each semester in which they want to be considered for a scholarship award. The following items must be completed and submitted to the Scholarship Committee, Human Resources' during the defined application period.</p> <ul style="list-style-type: none"> <li>• Scholarship Application</li> <li>• Supervisor Recommendation</li> <li>• Scholarship Questionnaire</li> <li>• School Transcripts</li> <li>• Proof of Course Registration</li> </ul> <p>These documents may be found on the Human Resources website and must be submitted as one complete packet (mailing). Applicants will receive an email confirmation upon receipt of the complete application packet. Incomplete application packets will not be considered for a scholarship award and will be returned to the applicant with a request for missing documentation. Applicants may resubmit the application packet in accordance with the defined application period.</p>

Applications will be accepted for each semester and must be received in Human Resources by the dates indicated:

- Spring (classes January thru May): October 15 - November 15
- Summer (classes May thru August): February 15 – March 15
- Fall (classes August thru December): May 15 – June 15

Application packets received outside of the defined application period will not be considered for a scholarship award.

### **Awards:**

Scholarships are awarded to associates on a competitive basis with an emphasis on RN to BSN completion, which supports the organization's initiative of ensuring our nurses are BSN prepared by 2020. Scholarship awards are not guaranteed for future semesters and unused awards do not rollover to future semesters.

Applicants who are awarded a scholarship will be notified via email and a letter sent to their home mailing address. The letter will outline the award amount for the semester as well as important information pertaining to required documentation for award distribution. Notices will be mailed by the following dates:

- Spring (classes January thru May): December 15
- Summer (classes May thru August): April 15
- Fall (classes August thru December): July 15

### **Reimbursement:**

Scholarship award recipients are required to submit the following documents, which must show the name of the student and the institution, and the must be submitted together. Incomplete documentation will be returned to the recipient with a request for missing documentation.

- Grade Report: must show the term completed and the associated course number, class title, final grade and credits earned.
- Itemized, Paid Receipt: must show all itemized expenses, as well as all scholarships, grants, awards, and loans received. The receipt must also show all expenses are paid in full.
- Thank you letter to the donor as referenced in the award notification.

Documentation must be submitted by the dates immediately following the end of the semester:

- Spring (classes January thru May): June 15
- Summer (classes May thru August): September 15
- Fall (classes August thru December): January 15

Documentation received after the deadline will result in the scholarship recipient forfeiting the award.

Scholarship awards are processed and paid prior to the Tuition Reimbursement benefit.

Scholarship awards may not be processed or paid prior to the completion of the semester and submission of the required documents. Scholarship awards will not be paid in excess of total eligible expenses (tuition; books; technology, activity, lab and nursing clinic fees) less all scholarships, grants and awards received and all ineligible expenses (see "Other").

Scholarships will not be provided for the attainment of certifications and will not cover the costs of deposits, transportation fees, parking fees, late fees, deferment fees, registration fees, and the like, or for courses that have been paid for or reimbursed under another funding source.

Scholarship award recipients who do not meet the minimum course grade and/or cumulative GPA requirement will not receive reimbursement for the course(s). Recipients who complete

fewer credit hours than stated on the scholarship application will receive pro-rated award based on the actual number of credit hours completed.

The total Scholarship and Tuition Reimbursement funds received cannot exceed the IRS annual Section 127 maximum (\$5,250 per calendar year). Reimbursements will be applied to the recipients pay check within 3-4 weeks after receipt of the required documentation.

**Service:**

Scholarship award recipients must remain a Beacon Health System associate following the receipt of funds. The terms of agreement are calculated in the following way:

- Full time associates: One (1) month of service for every \$250.00 received
- Part time associates: 175 hours of service for every \$250.00 received

Scholarship award recipients whose employment is terminated with Beacon Health System (voluntarily or involuntarily) will be required to repay any portion of the scholarship funds for any service time the associate has not fulfilled according to the agreement.

<b>Document Revision History:</b>			
Review Date:	Revised Date:	Reviewed/Revised By:	Summary of Changes:

**SIGNATURES OF APPROVAL:**

Date Signed	Signature	Name	Title
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