

Foundation Scholarship Application

Munson Healthcare staff and community members seeking to further their education and fill a local health care position may be eligible for a scholarship through the Munson Healthcare Regional Foundation.

Each year in February/March, the Munson Healthcare Regional Foundation collects scholarship applications for nursing and critical medical career scholarships and presents them to a Scholarship Selection Committee for review. Scholarship funds are available to the recipients each fiscal year between July 1 and June 30.

Scholarships funds for tuition are paid toward tuition costs not reimbursable through Munson Medical Center's or another employer's tuition reimbursement benefit. For employees, Munson Medical Center's tuition reimbursement benefit provides employees a means to acquire reimbursement of all, or partial, tuition costs based upon their academic success. Employees should review policy 014.079 to learn more about this benefit.

Eleanor Weaver Porter Scholarship Fund (LPN through MSN)

The Eleanor Weaver Porter Scholarship is a nursing scholarship that has been funded annually by the family of Eleanor Weaver Porter, a former nurse at Munson Medical Center, in memory of their mother. The family's intention is to contribute \$1,000 per year to students completing requirements for a career in nursing.

Sladek Nursing Scholarship Fund (LPN through MSN)

Sladek Nursing Scholarships are the result of a generous bequest from the family of Dr. Edward and Elizabeth Sladek. In their will, the Sladeks directed that a sum be set aside to assist students who are completing requirements for a career in nursing. Munson Healthcare Regional Foundation has created an application process so that proceeds from the investment of that sum will be made available to students who meet the specific criteria of the Scholarship Selection Committee.

Critical Medical Career Scholarships

Munson Healthcare Regional Foundation has additional scholarship funds to allocate for critical medical careers, where there is an identified shortage of qualified workers. Critical medical careers for this year include:

- Med Tech and Coders (CCS, RHIT and RHIA certifications)
- Physical Therapy Assistant
- Physical Therapy (graduate level study)
- Occupational Therapist - Hand Therapy
- Occupational Therapy programs

For more information, please contact Ruth Bloomer, Leadership Giving Specialist/Scholarship Committee liaison at **(231) 935-6484**, or rbloomer@mhc.net or Denise Dafermo, Executive Assistant/Office Coordinator at **(231) 935-6482** or ddafermo@mhc.net.

Foundation Scholarship Application

July 1, 2012 - June 30, 2013

Use this application to apply for the **Critical Medical Career Scholarship, Eleanor Weaver Porter Scholarship Fund**, or the **Sladek Nursing Scholarship Fund** available through the Munson Healthcare Regional Foundation.

This application is for students enrolling in eligible programs from **July 1, 2012 - June 30, 2013**. Eligibility requirements state that you must be accepted into the nursing or medical program at the college you are attending prior to fall term classes. **THE SUBMISSION DEADLINE IS MARCH 30, 2012.**

Scholarship funds for tuition are paid toward tuition costs not reimbursed through other sources of financial aid. Munson Medical Center's tuition reimbursement benefit provides employees a means to acquire reimbursement of all, or partial, tuition costs based upon their academic success. Employees should review policy 014.079 to learn more about this benefit.

Eligibility

1. You must be accepted into the nursing or medical program at the college you are attending prior to fall term classes.
2. You must fully complete and submit this application by the deadline noted above.
3. If currently employed at a Munson Healthcare facility, it is requested you remain at a Munson Healthcare facility and work for a period of time equal to the amount of time your education was supported by the scholarship funds. If you are not currently employed by Munson Healthcare, it is requested that after graduation you would seek employment at a Munson Healthcare facility and work for a period of time equal to the amount of time your education was supported by the scholarship funds.

Application Instructions

1. Complete and submit this **Application**, including all required information on the **Expenses and Financial Aid from Other Sources** worksheets.
2. Submit a **Cover Letter** stating your intended course of study and explaining why you feel you are a good candidate for a scholarship and how your education will benefit Munson Healthcare.
3. Submit a signed **Letter of Recommendation** indicating support for your course of study. Ask the letter's author to not only provide a reference for you, but also to indicate how your completion of the course will benefit the community and the Munson Healthcare organization. For current employees of Munson Healthcare, this letter should come from your Manager. If you are not currently employed at a Munson Healthcare facility, provide a letter of recommendation from a previous employer, counselor, or teacher.

4. Submit an **Enrollment Verification Receipt** from the nursing or medical program/college you are attending.
5. Submit a **Summary of Associated Charges** from the nursing or medical program/college you are attending.

Please mail your **Application, Cover Letter, Letter of Recommendation, Enrollment Verification Receipt,** and **Summary of Associated Charges** to the following address or submit via email. You may also drop off your supporting documents in person at this location. **YOUR APPLICATION IS NOT COMPLETE AND CANNOT BE CONSIDERED UNTIL ALL MATERIALS HAVE BEEN RECEIVED.**

Denise DaFermo
Munson Healthcare Regional Foundation
210 Beaumont Place
Traverse City, MI 49684
ddafermo@mhc.net

Collecting Awarded Scholarship Funds

1. Complete your course(s).
2. Complete and submit the **Scholarship Reimbursement Form**.
3. Submit **documentation and receipts** for your eligible expenses (i.e. tuition, books, fees).
4. Submit a **transcript of your grades** verifying that you achieved a minimum GPA of 2.75 for undergraduate students or 3.2 for graduate students, for the class(es) for which you are seeking reimbursement.
5. If eligible, submit for tuition reimbursement through Munson Medical Center (*see policy 014.079*). If you have exhausted your annual tuition reimbursement, please note that on your reimbursement form.

Eligible Expenses

- Tuition remaining after MMC Reimbursement Benefit is paid
- Books (purchased and rented) and computer/software program(s) needed for course work
- General/Health/Lab fees

Ineligible Expenses

- Housing
- Travel expenses
- Child care

NOTE: Unused Scholarship Funds are forfeited and remain in the fund account. You may apply for scholarship funds each year that you are eligible.

Questions

Please contact Ruth Bloomer, Leadership Giving Specialist/Scholarship Committee liaison at **(231) 935-6484**, or rbloomer@mhc.net, or Denise Dafermo, Executive Assistant/Office Coordinator at **(231) 935-6482** or ddafermo@mhc.net with questions.

Contact Information

Name

Munson Employee Number (if applicable)

Street

City

State

Zip Code

Home Phone

Work Phone

Cell Phone

E-mail Address

Employment

Employer

Date Employed

Position

Full Time

Part Time

Hours Worked Per Week

Immediate Supervisor

Contact Phone Number

Munson Tuition Reimbursement

Are you eligible for Munson Tuition Reimbursement?

Yes

No

Education Program

Is this an online program?

Yes

No

College/University *(Non-Traditional programs require proof of accreditation and course of study or program description.)*

Course of Study (Program)

Length of Program

Date Accepted into School of Nursing or Medical Program

Anticipated Graduation Date

Expenses Worksheet

July 1, 2012 - June 30, 2013

You will need to complete each cell of this worksheet in order to submit your application. Remember that you will need to submit documentation that supports these expenses.

Tuition

Cost/Credit or Contact Hour _____ x Number of Credits _____ Amount _____

Books

Cost of Books _____ Amount _____

Fees

General/Health/Lab etc. _____ Amount _____

Total Cost

Amount _____

Financial Aid from Other Sources Worksheet

July 1, 2012 - June 30, 2013

Please indicate any financial assistance you have applied for in addition to the Munson Healthcare Regional Foundation Nursing Scholarship. Please include the amount requested and/or awarded if known.

Employment

Munson Medical Center Tuition Reimbursement Amount _____

- or -

Employing Institution _____ Amount _____

Grants

Source _____ Amount _____

Source _____ Amount _____

Scholarships

Source _____ Amount _____

Source _____ Amount _____

Other

Source _____ Amount _____

Source _____ Amount _____

Total Financial Aid from Other Sources

Amount _____

Total Expenses

Amount _____

Less Total Financial Aid from Other Sources

Amount _____

Scholarship Fund Request

Amount _____

Agreement

The intent of the Sladek Nursing Scholarship Fund, the Eleanor Weaver Porter Scholarship and Critical Medical Career Scholarship is to provide Munson Healthcare with qualified nurses, and other medical staff. Therefore, recipients are requested to seek employment at a Munson Healthcare facility and to work for a period of time equal to the amount of time the individual's education was supported by the scholarship (i.e., if support was granted for one year, one year of employment would be expected). With this application, I agree to abide by the terms of the scholarship.

Signature

Date

Application Checklist

Use this checklist to ensure you have assembled all the materials needed to complete your application.

Completed Application

Cover Letter

Letter of Recommendation

Enrollment Verification Receipt from College

Summary of Associated Charges

Please mail your **Application, Cover Letter, Letter of Recommendation, Enrollment Verification Receipt,** and **Summary of Associated Charges** to the following address or submit via email. You may also drop off your supporting documents in person at this location. **YOUR APPLICATION IS NOT COMPLETE AND CANNOT BE CONSIDERED UNTIL ALL MATERIALS HAVE BEEN RECEIVED.**

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