HEALTH PROFESSIONS
EDUCATION FOUNDATION
Giving Golden Opportunities

DATE : April 2, 2001

TO : Potential Applicants

FROM : Lisa M. Montgomery
Program Administrator

SUBJECT: **REGISTERED NURSE EDUCATION SCHOLARSHIP PROGRAM**

Enclosed is an application for the Registered Nurse Education Scholarship Program. Scholarships are available for the 2001-2002 school year.

If you are interested in applying, please return the application to:

Health Professions Education Foundation
1600 9th Street, Suite 436
Sacramento, CA 95814

Applications must be POSTMARKED by September 12, 2001.
INCOMPLETE AND LATE APPLICATION PACKETS WILL NOT BE EVALUATED.

If you have any questions about the program, please contact the Foundation office at (800) 773-1669.

NOTE: **IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONTACT THE FOUNDATION OFFICE BY 5:00 P.M. ON THE FINAL FILING DATE AT (800) 773-1669 TO VERIFY WHETHER HIS/HER APPLICATION WAS RECEIVED COMPLETE AND ACCURATE. THE FOUNDATION WILL NOT PLACE CALLS TO REQUEST ADDITIONAL INFORMATION OR CLARIFY ANY INFORMATION PROVIDED. IF AN INQUIRY IS MADE BY THE APPLICANT WHEREIN THE APPLICANT IS INFORMED THAT HIS/HER APPLICATION WAS INCOMPLETE, THE APPLICANT WILL HAVE 5 BUSINESS DAYS TO SUBMIT ORIGINAL VERSIONS OF ALL DOCUMENTS REQUIRED TO COMPLETE THE APPLICATION (COPIES AND FAXES WILL NOT BE ACCEPTED).**

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REGISTERED NURSE EDUCATION SCHOLARSHIP PROGRAM INSTRUCTIONS

PROGRAM DESCRIPTION

The Registered Nurse Education Scholarship Program is one component of the Registered Nurse Education Program whose goal is to increase the number of registered nurses practicing in medically underserved areas.

Detailed information about medically underserved areas and facilities in California can be found on the HPEF website at: www.healthprofessions.ca.gov.

Scholarship applications are accepted biannually. A student may apply for a scholarship for each academic year that he/she is enrolled in a BSN program and meets the eligibility requirements. The maximum scholarship award is $8,000 per year.

The program is funded through a licensing renewal surcharge for registered nurses.

ELIGIBILITY REQUIREMENTS

The applicant must meet the following requirements:

- Be a U.S. citizen or a permanent resident and a California resident.
- Be enrolled or accepted for enrollment in an accredited baccalaureate of science degree nursing program in California.
- Be enrolled in at least 6 units for each semester/quarter that scholarship funds are sought.
- Have and maintain at least a 2.0 GPA for each semester/quarter funds are sought.
- Agree to practice as a registered nurse in direct patient care for at least two years in a medically underserved area in California.
- Submit completed application packet by the final filing date.

APPLICATION REQUIREMENTS

The applicant must submit the completed application packet by the due date. Incomplete or late application packets will not be considered for scholarship funds. The completed application packet consists of the following:

- The attached "Health Professions Education Foundation Registered Nurse Education Scholarship Program Application". Personal statements or autobiographies will not be accepted in lieu of the application. Please do not bind or submit applications in a loose-leaf binder.

- Two letters of recommendation, at least one of which must be from a faculty person. **The letters must be the original; copies are not acceptable.** The letters must be on letterhead, dated and signed within six months of the final filing date and must include a phone number for verification.

- Graduation Date Verification Form (page 6 of the application).

- Official college transcripts for at least the last two years. If you have been out of school for the past two years, submit your most recent transcripts. All official transcripts related to your nursing degree should be provided. If the upcoming academic year is the first year you will enroll in a nursing program, please submit official transcripts for your pre-nursing course work.

- Student Aid Report (SAR). Applicants are expected to submit a copy of their Student Aid Report that reflects the results of filing the Free Application for Federal Student Aid (FAFSA). Applicants should file a FAFSA prior to March 2nd in order to ensure that they have the SAR to file with their Associate Degree Nursing Scholarship Application. The FAFSA is available from all college financial aid offices and is also available on the internet at http://www.ed.gov/offices/OPE/express.html. Applicants who do not apply for financial aid must complete page 5 of the application and submit prior year tax returns.

Applications that do not include documentation of financial need and/or community service will be accepted; however, absence of the information will reduce the likelihood of selection for a scholarship.

APPLICATION FILING DEADLINE: Sept. 12, 2001

Late and/or incomplete applications will not be evaluated. The Foundation will not notify applicants of any deficiencies. It is the applicant's responsibility to contact the Foundation by 5:00 p.m. on the final filing date to verify whether their application was received and is complete and accurate.

Applicants should duplicate the application prior to submission. The Foundation will not return any original or copies of the application packet. The Foundation will not forward documents to other organizations.

Falsification of application information will disqualify the applicant and the Board of Registered Nursing will be notified.

SELECTION CRITERIA

Selection of scholarship recipients is based solely on information contained in the application packet. Therefore, applicants should provide specific responses to the questions. The criteria used in determining the award of scholarship are the applicant's:

- Background---family structure, area(s) where you grew up (rural, urban, suburban or medically underserved), socioeconomic status, achievements, challenges and adverse conditions;
- Community Involvement---documented volunteer service and activities particularly in medically underserved areas;
- Work Experience---nursing and non-nursing work experience in medically underserved areas;
- Career Goals---professional goals and plans for the next five to ten years;
- Academic Performance---prior and current academic performance and potential for future academic success; and
- Financial Need---actual or potential difficulty in completing education in the absence of financial assistance.

Priority is given to full and part-time students who will complete their BSN requirements within the next two years. Applicants who have previously received scholarships are not guaranteed funding for the second year. Due to limited funding, any recipients who breach their contract with the Foundation will not be allowed to apply for additional funding.

NOTIFICATION OF SCHOLARSHIP AWARDS	Applicants will be notified in writing within 8 weeks of the final filing date of the decision on his/her application.
CONDITIONS FOR GRANTING A SCHOLARSHIP	Scholarship recipients must sign a contract with the California Office of Statewide Health Planning and Development. The contract requires the recipient to practice direct patient care nursing in a medically underserved area of California for at least two years. Recipients are required to repay the scholarship if the contract terms are not fulfilled.
REMINDER	It is the responsibility of the applicant to contact the Foundation office by 5:00 p.m. on the final filing date at (800) 773-1669 to verify whether his/her application was received complete and accurate. The Foundation will not place calls to request additional information or clarify any information provided. If an inquiry is made by the applicant wherein the applicant is informed that his/her application was incomplete, the applicant will have 5 business days to submit original versions of all documents required to complete the application (copies and faxes will not be accepted).