St. Mary’s Hospital Foundation Scholarship Program

Deadline: Must be postmarked by March 15, 2016

MedStar St. Mary’s Hospital
Human Resources Department
25500 Point Lookout Road
Leonardtown, MD 20650

For questions, please call 240-434-7009

Overview of the Educational Scholarship Program

The purpose of this program is to assist candidates in obtaining the education/training needed to satisfy the critical positions available at MedStar St. Mary's Hospital.

The St. Mary's Hospital Foundation offers a limited number of scholarships annually as determined by projected need and available funding. Additionally, the Foundation would consider partial scholarships if applicable. The program is intended to be beneficial to both the candidate and the Hospital. The St. Mary's Hospital Foundation agrees to fund a candidate’s education in return for a pre-determined length of employment (2 years after graduation) with MedStar St. Mary's Hospital. The Foundation will pay up to $2,200 per semester for tuition, required books, lab fees, and school appointed uniforms as appropriate for a period of up to four (4) years.

The intent of the program is to select qualified candidates who are residents of the Southern Maryland region. These candidates have priority in the selection process; however, the Foundation reserves the right to entertain candidates from other locations who commit to working at MedStar St. Mary’s Hospital after graduation.

The college attended may be a two year (community college) or a four year (college or university) program (programs longer than four years will be considered). MedStar St. Mary’s Hospital Nursing and Allied Health positions are attached for your review. All schools attended must be properly accredited by the appropriate accreditation bodies.

If MedStar St. Mary's Hospital has a position to offer the candidate upon graduation, the candidate must apply and be considered with all other applicants. If the candidate is chosen and hired as an associate of the Hospital, he or she will receive wages equivalent to those received by other associates of MedStar St. Mary's Hospital with the same job, title, and experience. This position could be any shift.

If a position is offered to the candidate and not accepted, the contract is considered breached (see section entitled “In the Event of a Breached Contract” for penalties).
If the candidate meets all of his/her obligations, the agreed obligations will be considered met upon the completion of the pre-determined length of service. At the time that the agreement is met the candidate is free to obtain a job wherever he/she may choose with no liability or debt to St. Mary's Hospital Foundation.

If the candidate completes a portion of the contracted service but not to its entirety, the entire amount of the scholarship loan will be paid back to the Hospital Foundation plus 10% interest per year charged on the annual date the repayment letter is issued by the Hospital.

**Selection Criteria**

1. The candidate must have had at least a 2.5 high school Grade Point Average, if applying within four (4) years of high school graduation. The candidate will include a high school transcript including the first semester of twelfth grade, if applicable, with the application to verify his or her credentials.

3. If it has been greater than four (4) years since the candidate graduated high school, the appropriate standardized test score as required for the degree should be included if applying for Healthcare Scholarship. Only scores for ACT or ACT test taken within the last three (3) years will be accepted.

4. If currently or previously enrolled in college courses, an official transcript must be provided by the candidate from any and all colleges/universities attended.

5. A well-written and typed **one-page minimum to a two-page maximum double-spaced** (12-pt font), essay describing why he or she should be chosen for the scholarship. Essay must include:
   - The candidate’s career goals.
   - Why the candidate thinks that he or she would make a good nurse, therapist, etc.

6. The candidate will supply a minimum of two (2) letters of reference from non-family members. Letters of reference may not be older than two (2) years.

7. The candidate will complete all required interviews. These interviews may include, but are not limited to:
   - One with a selection committee determined by the Foundation
   - One with the Director of Human Resources and/or his/her designee

8. The candidate must sign the Foundation Scholarship applicant signature page.

9. The candidate is encouraged to seek employment with MedStar St. Mary's Hospital while attending school.
Scholarship Recipients Responsibility during Scholarship

1. The recipient must complete the St. Mary’s Hospital Foundation Scholarship Contract Signature Page.

2. The recipient agrees that it is his/her responsibility to maintain a 3.2 GPA in classes in the major curriculum and a 3.0 GPA overall.

3. It is the responsibility of the recipient to furnish grade reports to St. Mary's Hospital Foundation via the Human Resources Department of MedStar St. Mary's Hospital at the end of each grading period and prior to the start of the next term. Grade report must include completed semester GPA and cumulative GPA.

4. Along with every grade report, a one-page maximum double spaced typed (12-point font) essay describing briefly what the recipient learned last grading period must be attached.

5. It is the responsibility of the recipient to notify the St. Mary's Hospital Foundation via the Human Resources Department before the term begins of the class schedule the student will take in the upcoming term.

6. It is the responsibility of the scholarship recipient to notify the St. Mary’s Hospital Foundation via the Human Resources Department in writing any change of status during a semester. This includes but is not limited to: adding/dropping a course, withdrawing or not enrolling, name change, address change, telephone number change, relocations, changes to school locations, etc.

7. An ACT or other standardized test score, if applicable, that meets or exceeds the requirements of the recipient’s enrolled institution must be achieved within the first 24 months of the awarding of the scholarship.

8. It is the responsibility of the recipient to notify the Foundation via the MedStar St. Mary's Hospital Human Resources Department of any change in major or specialty. The agreement is entered into by the Foundation for the express purpose of obtaining an associate trained. The Foundation reserves the right to terminate this agreement in the event the recipient changes his or her major without the prior written approval of the Foundation or MedStar St. Mary's Hospital.

9. It is the responsibility of the scholarship recipient to complete all aspects of their course of study, including but not limited to graduation, and passage of applicable licensing exam within six (6) months of graduation.

10. The recipient understands that it is not the responsibility of the Foundation or MedStar St. Mary’s Hospital to obtain the above named documents. The responsibility to furnish these documents to the Foundation via the MedStar St. Mary’s Hospital Human Resources Department is solely the recipients. Failure to comply with documents required in numbers 1 – 9 above may result in forfeiture of scholarship.
Scholarship Recipients Obligation upon Graduation

1. The recipient must commit to working for MedStar St. Mary's Hospital in the specified field full-time for a period no shorter than 24 months. The recipient must apply for all positions in the chosen field of study offered by MedStar St. Mary's Hospital. The application process must begin no longer than 30 days after all requirements have been met (including course work, internships, and licensing) making the recipient eligible for work in the field. This work may be any position/shift available in the field chosen by the recipient including weekend, evening, and night shifts.

2. The recipient understands that it is not the obligation of MedStar St. Mary's Hospital to employ the recipient for any length of time. The employment (and continued employment) of the recipient is contingent upon a position opening in the profession for which the student was trained at the time of the recipient’s graduation and satisfactory performance while on the job. However, if any position is open in the recipient’s field (including a weekend, evening, or night shift) the recipient must apply for that position and be considered with other applicants or, the terms of this agreement have been breached. In addition, if the position is offered to the recipient, the recipient has an obligation to accept the position. If the position is offered and not accepted, the terms of this agreement have been breached (refer to the section of this document entitled “In the Event of a Breach of Contract” for consequences).

Organizational Responsibilities

1. The Foundation agrees to review all applications objectively and without prejudice.

2. The Foundation agrees to choose the recipient on the basis of the above mentioned student criteria. St. Mary's Hospital Foundation may also choose a recipient on the basis of financial need, if applicable.

3. Upon satisfactory proof of enrollment to an approved school, the Foundation agrees to a payment of $2,200 per semester for the bills to include tuition, books, lab fees, and school appointed uniforms through the MedStar St. Mary's Hospital preferred provider. An acceptance letter is required before the first tuition bill is paid and a class schedule, one page paper, and a grade report are required before the tuition bill is paid each term thereafter.

4. CLEP or advance placement tests will be included in the scholarship package in the event the recipient chooses to participate in such a program to expedite the graduation process.

5. The Foundation agrees to consider the agreement obligations met if none of the obligations of the recipient are breached.

6. The Foundation recognizes that the agreement is null and void if the terms are breached in any way.
In the Event of a Breach of Contract

If the recipient fails to fulfill any of the agreed upon obligations and/or responsibilities, the contract is considered null and void. At that time, the Foundation is relieved of all prior commitments to the recipient. The recipient is required to pay back all money paid by St. Mary's Hospital Foundation for the education of the recipient, plus 10% per annum accounting from the date the Hospital notifies the recipient of the amount the Foundation will be reimbursed. The recipient will begin a monthly payment plan to St. Mary's Hospital Foundation for the costs incurred by the Foundation. The monthly payment will be determined based on the amount of money spent on the recipient to date by the St. Mary's Hospital Foundation. At the time of a breach of contract, the money is considered a loan and will be treated as such. The St. Mary's Hospital Foundation will report this as a debt to the credit bureau. A payment made late or not made will be reported to the credit bureau as well.

“Seal”
________________________________________
Signature of Scholarship Applicant            Date

________________________________________
Signature of parent or legal guardian
if applicant is under 18 years of age         Date
I accept all terms presented in the St. Mary's Hospital Foundation Scholarship application. As an applicant of the St. Mary's Hospital Foundation Healthcare Scholarship, I agree to abide by all guidelines set forth including, but not limited to: In the Event of a Breach of Contract section and the four (4) year timetable (from awarding of scholarship to graduation) as set forth in paragraph one of the overview.

“Seal”

_____________________________  _________________________
Signature of Scholarship Applicant                       Date

_____________________________  _________________________
Signature of parent or legal guardian                   Date
if applicant is under 18 years of age
St. Mary’s Hospital Foundation Healthcare Scholarship Program

Application Form

Name: ____________________________________________
                  Last                        First  Middle Initial

Mailing Address: ____________________________________________
                  Street                      City        State        Zip Code

Physical Address: ____________________________________________
(If different from mailing address)

Last Four Digits of Social Security Number: ________________

Telephone Number:
Home: ___________________  Work: ___________________  Cell: ___________________

Specialty Degree for which you are applying: ________________________________

*If pursuing Nursing, please indicate Associates or Bachelors*

Education:

<table>
<thead>
<tr>
<th>School Name/Address</th>
<th>Course of Study</th>
<th>Did you Graduate?</th>
<th>Receive a Degree?</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>College</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Military</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Have you ever been employed by MedStar St. Mary’s Hospital?

            Yes             No

If yes, when:

__________________________________________________________________
St. Mary’s Hospital Foundation Healthcare Scholarship Program

Application Checklist

All the following items must accompany the application form:

_______ Certified copy of high school and/or college transcript, if applicable.

_______ ACT test score or appropriate standardized test score, if applicable

_______ A complete job history listing (resume is acceptable)

_______ Completed application essay

_______ Two (2) letters of recommendation from non-family members

_______ Completed Breach of Contract (pg 5)

_______ Completed Contract Signature Page (pg 6)

_______ Completed Application form (pg 7)

Upon receipt of a complete application packet, the candidate may be selected for an interview with Foundation Scholarship Selection Committee.

The Foundation Scholarship Committee will review all completed packets and interview results and make a recommendation for scholarship monies.

Scholarship recipients will be notified by mail of the results of the decision on their application for the scholarship. All scholarship recipients and their families will be invited to the St. Mary’s Hospital Foundation presentation ceremony in the spring. At the time of the ceremony, recipients will be photographed for public announcement materials.

Deadline: Must be postmarked by March 15, 2016 at:

MedStar St. Mary’s Hospital
Human Resources Department
25500 Point Lookout Road
Leonardtown, MD 20650
For questions, please call 301-475-6018
MedStar St. Mary's Hospital Allied Health and Nursing Positions

Accessioner – Laboratory
Accessioner II
Anesthesia/OR Tech
Associate Health Nurse
Behavioral Health Case Manager
Case Management Specialist
Certified Surgical Assistant
Certified Tumor Registrar
Clinical Informatics Specialist
Clinical Information Systems Specialist
Diagnostic Medical Sonographer
Echo Technician
EEG Technician
EKG Technician
Health Connections Lactation Consultant/Coordinator
Home Health Nursing Technician
Infection Control Practitioner
Informatics Nurse Coordinator
Intensive Care Center Nursing Technician
Lab Technician
Lab Technologist
Lead Respiratory Therapist
Medical Social Worker (Hospice)
Mental Health Counselor
Nuclear Medicine Technician
Nurse Educator
OB Technician
Occupational Therapist
OR Surgical Technician
Outpatient Surgery Nursing Technician
Pharmacy Technician
Pharmacist
Phlebotomist
Physical Therapist
Physical Therapy Assistant
Radiology Technician
Registered Nurse
Respiratory Therapist
Social Worker
Speech Therapist