



## Fund Your Future Scholarship Program

### Application & Requirements

The Saint Alphonsus Fund Your Future Scholarship supports colleagues pursuing clinical certification or licensure in high-demand areas. The goal is to reduce financial barriers by paying funds directly to the educational institution on behalf of the colleague.

The Scholarship applies to a select list of programs from academic partners, including:

Program	Academic Partner
<b>Certified Nursing Assistant</b>	College of Western Idaho Treasure Valley Community College
<b>Certified Surgical Technologist (Associates)</b>	College of Western Idaho Treasure Valley Community College
<b>Medical Assistant (Certificate or Associates)</b>	College of Western Idaho Treasure Valley Community College SAHS Internal Program
<b>Phlebotomy Tech</b>	College of Western Idaho
<b>Radiologic Technologist</b>	Boise State University College of Southern Idaho
<b>Registered Nurse (Associates)</b>	College of Western Idaho Treasure Valley Community College
<b>Medical Technologist*</b>	North Idaho College
<b>Medical Laboratory Sciences*</b>	Idaho State University
<b>Polysomnographic Technologist*</b>	AASM A-STEP Program

*\*These programs are based on department need and candidates must be referred by department manager to be considered for scholarship funding*

**\*\*Application deadlines apply – see Page 3 for more information**

## Program Eligibility

Colleagues may apply for and receive the scholarship at any point in their academic program, provided they meet and maintain eligibility requirements:

- Are employed with Saint Alphonsus for a minimum of six months at the time of application (some exceptions may be made for Radiology and CST programs) and remain continuously employed at least part-time (16 hours per week/.4 FTE) while receiving scholarship funds.
- Must be in good standing with no active disciplinary actions or performance concerns at the time of application and while receiving scholarship funds.
- Must comply with attendance and minimum GPA requirements of the educational institute and/or program.

If a colleague fails to maintain their eligibility requirements, they will be removed from the scholarship program for a period of 1 year and must submit a new application at that time.

## How It Works

The amount awarded to recipients is dependent on where the student is at in their educational journey:

- Colleagues taking pre-requisite classes may receive partial support - up to \$500 per semester. There is no minimum credit requirement for this amount.
- Colleagues who have been fully accepted to their program (RN, CST, MLS, Radiology etc.) are eligible to receive funding for the *entire cost of their program* with certain provisions:
  - Must provide proof of program acceptance prior to fund disbursement.
  - Must maintain at least 6 credits of courses per semester (including summer, unless course availability/program requirements do not allow for it).

Awarded funds are paid directly to the educational institution on the colleague's behalf. Funds may be applied toward approved education costs which include tuition, books, supplies (including scrubs), testing, and fees. *Books and supplies must be purchased at the educational institution's bookstore. The scholarship cannot provide reimbursement for supplies purchased through Amazon or other vendors.* The scholarship **does not** cover laptop or other tech items, room and board, meal plan, university gifts/attire (aside from scrubs), or background checks (for program admittance)

**IMPORTANT:** Funds awarded above \$5,250 are considered taxable income for the colleague and must be reported on W-2s. These funds may be subject to a higher tax rate, per IRS code. **Colleagues are strongly encouraged to consult with a tax professional and/or contact Payroll to understand how this may impact end of year pay.**

- Colleagues will be hired into the area with the **highest need relevant to their program** and must stay in the offered position/FTE for the entire retention period.
- Scholarship funds can only be applied towards future tuition and cannot be used to make tuition loan payments or pay past tuition balances.
- Colleagues who accept scholarship funds are required to sign a Scholarship Agreement and agree to remain employed by Saint Alphonsus in the position and FTE that is offered for a period of one (1) year per each year of Scholarship provided (e.g. if Colleague receives the Scholarship for 2 years, the work commitment will be for 2 years).
- If the colleague does not meet this requirement, they will be obligated to repay the amount of funds awarded in the 24 months prior to their termination, transfer or FTE reduction.
- Please reference the Scholarship Agreement form for full terms and conditions.

### How do I apply?

Complete the application on the last two pages of this document and submit it via email to [sahscareers@saintalphonsus.org](mailto:sahscareers@saintalphonsus.org). Along with your application, you will be required to provide the following:

- Two letters of recommendation, one of which must be from your current manager and include a commitment to support your schedule during the program.
- Additional documentation if desired (proof of prior educational performance, experience, or other activities demonstrating strength of candidacy)

Once your application is received, the Program Coordinator will contact you to schedule an interview with the Scholarship Committee. Colleagues will be evaluated based on the quality/presentation of application materials, completeness of answers during interview, and demonstration of commitment to Saint Alphonsus and our greater mission.

### Submission Deadlines:

Applications must be submitted prior to the submission deadline for the corresponding term. This is crucial so we can ensure our educational partners have sufficient time to manage tuition adjustments according to the terms of the awarded scholarship.

<b>Term/Semester Window</b>	<b>Submission Deadline</b>
<b>FALL</b> (August – December)	May 31 <sup>st</sup>
<b>SPRING</b> (January - May)	October 31 <sup>st</sup>
<b>SUMMER</b> (May-July)	March 31 <sup>st</sup>

# Fund Your Future Scholarship Application

Applicant Information			
<b>Your Name</b>		<b>Employee ID</b>	
<b>Phone</b>		<b>Email</b>	
<b>Current Job Title</b>		<b>Unit/Department</b>	
<b>Supervisor Name</b>		<b>Date of Hire</b>	
<b>Academic Program</b>		<b>College University</b>	
<b>Have you been accepted into your desired program, or are you completing pre-requisites?</b>		<input type="checkbox"/> Accepted <input type="checkbox"/> Pre-Requisites	
<b>Have you had a corrective action within the last 12 months?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Is your current manager supportive of a flexible schedule while you are in school?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Are you currently (or have you previously been) enrolled in college courses?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Required Questions
<b>What interests you about the career path you are pursuing?</b>
<b>What (if any) barriers have prevented you from pursuing this career path previously?</b>

<b>Why do you want to continue your career with Saint Alphonsus?</b>
<b>What strengths do you have that will help you be successful in your educational program?</b>
<b>What other information would you like us to consider?</b>

**ATTESTATION:** *I hereby certify that all the information provided in and with this application is true and accurate. Further, I certify that my own ideas and work product are set forth in this application.*

<b>Applicant Signature</b>		<b>Date</b>	
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**Instructions For Submission:**

Upon completion, please submit this application and required letters of recommendation (see page 4 for details) to [sahscareers@saintalphonsus.org](mailto:sahscareers@saintalphonsus.org)