



Process for Scholarship Applications

1. Review the online scholarship application on the Foundation's website: stjohnshospitalfoundation.org/scholarship. Check guidelines and criteria for applying:
 - a. Are you a full-time employee of St. John's Medical Center (SJMC)? Have you been employed for at least three months? (Or, are you a part-time CNA who is enrolled in nursing school?)
 - b. Are you in good standing (no active Performance Improvement Plan)?
 - c. Are you currently enrolled in a degree-seeking program or pre-requisites for a degree-seeking program?
 - d. Are you committed to working for SJMC for two years following the scholarship award?

Contact Emily Bristle in Human Resources with any questions: x7435 or ebristle@tetonhospital.org.

2. Compile the required documents: acceptance letter, current tuition bill, current resume, and repayment agreement.
3. Ask your direct manager to complete the Scholarship Recommendation Form and return it to Emily Bristle in Human Resources before the application due date.
4. Consider the amount of your scholarship request. The scholarship committee may set a maximum award for each year, depending on availability of funds. If not otherwise noted, the maximum yearly award per employee is \$5000. You may apply for a scholarship for each semester of your program. Each employee may receive scholarship awards for up to a maximum of half of the total program cost.
5. Complete the online application and upload the required documents. The online application will not let you submit if you do not upload the required documents.
6. Submit your completed application with all the necessary signatures and attachments by the scholarship deadline. Scholarship deadlines are twice each year: July 15th and December 15th.
7. The Scholarship Committee will meet to review applications.
 - a. SJMC will support the scholarship opportunities for existing employees with demonstrated promise and abilities whose future academic study will enhance and increase their impact on the SJMC community.
 - b. Scholarships will be announced within three weeks after each deadline.
8. All Scholarship recipients agree to allow the Foundation to use their name and likeness in press releases, newsletters, and other media announcements.