



OSF[®] HEALTHCARE

OSF SAINT JAMES-JOHN W ALBRECHT MEDICAL CENTER EDUCATIONAL ASSISTANCE PROGRAM FOR HEALTH CAREERS APPLICATION

General Information

The program is pleased to support outstanding OSF Saint James – John W Albrecht Medical Center Mission Partners, local OSF Medical Group Mission Partners and college students pursuing advanced degrees in patient care health related fields. This financial assistance is open to students enrolled in an accredited college or program.

The three scholarship's that will be offered this year are The Carla Hannie Scholarship Fund, The Lois Heins Education Assistance Fund and the OSF Saint James- John W Albrecht Medical Center Auxiliary Scholarship.

The Carla Hannie Scholarship Fund is in memory and honor of Carla. She was an OSF Saint James nurse for 18 years, before losing her fight with pulmonary fibrosis in 2019. Carla didn't care for her patients she loved them and their families, she did the same for her fellow Mission Partners. Her empathy, compassion and dedication were felt by everyone she cared for and worked with. In honor of all she did for each of her patients, her co-workers, and OSF, her fellow Mission Partners and friends want to carry on her legacy by creating a nursing scholarship in her name. The recipient(s) of this scholarship will be nurses pursuing an advanced degree in the field of nursing. Our hope is that Carla Hannie's spirit will live on in each recipient as they receive the gift of education and ultimately do the work that she dedicated her life to.

The Lois Heins Education Assistance Fund is a generous endowment set up in memory of Lois. She was a lifetime resident of Pontiac as well as a proud member and supporter of the OSF Saint James-John W Albrecht Medical Center Auxiliary. Lois was a valued member of the community and advocate of healthcare in our community and nursing careers. The Lois Heins Education Assistance Fund recipient(s) will be awarded to assist college students in Livingston County with their educational expenses while pursuing a nursing degree.

The OSF Saint James – John W Albrecht Medical Center Auxiliary Scholarship is a generous donation made by the Auxiliary Board resulting from fundraisers they hold throughout the year. The Saint James Auxiliary is made up of over 70 members, all valued members of the surrounding community. Many Auxiliary members are volunteers that donate their time, talents and treasures to our medical center working side by side with us daily. The Auxiliary members are invested in the care we give at OSF and strongly believe in our Mission, Vision and Values. Therefore the OSF Saint James- John W Albrecht Medical Center Auxiliary Scholarship recipient(s) will be for students enrolled in a program, college or university pursuing a career in the health career field.

The amounts awarded for these scholarships will vary annually depending on donations and number of applicants. The funds must be applied toward tuition and fees and will be paid directly to the college or university. The OSF Saint James-JWAMC Educational Assistance Committee will determine the number of students that will receive financial assistance and the amount each will receive based on the following guidelines and eligibility requirements.

Guidelines

- Scholarships shall be made for one year. Mission Partners may apply each year of their program. Scholarship funds apply to tuition and books only.
- Application **deadline is April 15th** this year. All applicants will be notified by May 1st of same year.
- All information about the applicant received by the Educational Assistance Committee shall be considered confidential.
- In the event a recipient, for any reason, does not complete the program for which he/she is receiving scholarship, he/she will be required to reimburse the full amount of the scholarship to the awarding fund/Auxiliary Board.
- In the event a recipient, for any reason, terminates his/her employment with OSF HealthCare within a full calendar year after completing the program, he/she will be required to reimburse the full amount of the scholarship to the awarding fund/Auxiliary Board.
- Upon program completion recipient continues to work or if a position at OSF HealthCare Saint James-John W Albrecht Medical Center is offered, the scholarship recipient is expected to take the position or return the scholarship funds to the awarding fund/Auxiliary Board. OSF Saint James – John W Albrecht Medical Center reserves the right to interview then accept or decline the recipient for any appropriate open position.

Eligibility Requirements

- The applicant must complete and submit the OSF Saint James – John W Albrecht Medical Center an Educational Assistance Program for Health Careers Application.
- Educational Achievement: Attach an official copy of your most current transcript from your latest academic year. A minimum cumulative G.P.A. of 2.75 out of 4.0 or 3.5 out of 5.0 is required.
- Essay Content: Include a short essay (no less than 350 words/no more than 500 words) telling us what has inspired you to pursue a health career.
- Letters of Recommendation: Attach an academic letters of recommendation attesting to your academic achievement, goals and character, as well as a former employer character reference letter. All letters are to be signed, dated and handled as instructed on page #5 of your application.
- Applicant is a resident of the geographic area served by OSF Saint James – John W Albrecht Medical Center.
- Applicant subject to interview if requested by the OSF Saint James-JWAMC Educational Assistance Committee.

OBLIGATIONS - WHAT THE APPLICANT AGREES TO:

The applicant hereby agrees to employment with OSF Saint James–John W Albrecht Medical Center for a minimum commitment period of one (1) year. If working full-time, the applicant would be committed to work 2,080 hours for awards received up to \$2,500. If financial assistance exceeds \$2,500, a commitment period would continue until the applicant has worked 2,080 hours for each \$2,500 awarded. Thus, for a \$5,000 award, the employee would be required to work two 2,080 periods. There will be no prorating of debt for full-time employees for less than 2,080 hours worked. Part-time employees will be expected to work 1,040 hours for every \$1,250 awarded. There will be no prorating debt for part-time employees for less than 1,040 hours worked. This obligation is in effect after receiving an offer of employment OSF Saint James – John W Albrecht Medical Center. The commitment period will commence 90 days after the individual’s start date with OSF Saint James–John W Albrecht Medical Center. If the individual is a new graduate or has not received their registry or certification, the commitment begins when it is received.

If a student fails to complete the educational program covered under this Agreement, the student must notify the Human Resources Department within seven (7) calendar days of such failure and repay the entire amount paid by the OSF Saint James – John W Albrecht Medical Center immediately. The applicant agrees to pay legal and other costs incurred by the OSF Saint James – John W Albrecht Medical Center in enforcing this Agreement.

The student must submit his/her grades at the end of each semester to the Human Resources Department for committee review. If a recipient changes from full-time to part-time student status, he/she is to contact Michelle Masching as soon as possible. If a student drops or fails a course during the period of the educational assistance, or fails to maintain the required cumulative G.P.A., the student will not receive any additional funding beyond that specified in the Agreement, and at the sole discretion of OSF Saint James – John W Albrecht Medical Center, the student may be required to satisfy the obligations set forth in Paragraph 1 under Obligations- within 60 days of the subsequent graduation date or repay the amount awarded within 30 days.

OSF SAINT JAMES-JOHN W ALBRECHT MEDICAL CENTER EDUCATIONAL ASSISTANCE PROGRAM FOR HEALTH CAREERS APPLICATION

Full Name: _____

Address: _____ Phone # _____

_____ Cell # _____

Date of Birth: _____ Social Security #: _____

Dependents (Name, age, relationship) _____

List the last two jobs you have held including current employment.

Date: _____ Employer: _____ FT or PT (circle one)

Type of work: _____

Date: _____ Employer: _____ FT or PT (circle one)

Type of work: _____

Connection to OSF (Mission Partner, family): _____

Is this your first time applying for a OSF Saint James Educational Assistance Scholarship? _____

Have you applied for any other scholarships within the OSF HealthCare System? Yes If yes, Where? _____

Have you been accepted into a health career program yet? _____

What school will you attend this fall (Name & Address): _____

Full-time or Part-time: _____ 11. Expected Graduation Date: _____

What is your course of study: _____

What is your professional occupational goal: _____

What is your cumulative grade point average: _____

Discuss how OSF Saint James-John W Albrecht Medical Center has benefited your family or you: _____

Please explain how you see yourself contributing to the future of healthcare in your local community:

List in chronological order all schools attended beyond elementary school (with addresses and degrees or diplomas obtained). _____

Letters of Recommendation: List the names and addresses of the two (2) persons who are writing your letters of recommendation. **One (1)** must be academic letters of recommendation (forms included) attesting to your academic achievement, goals and character. **One (1)** must be a non-family character reference letter; i.e. a former employer. Each recommendation must be submitted in a sealed envelope with the writer’s signature written across the flap. We require these letters be submitted along with your application.

Academic Reference _____
Address: _____ Phone: _____

Former Employer Reference _____
Address: _____ Phone: _____

AS PART OF YOUR APPLICATION, REMEMBER TO SUBMIT THE FOLLOWING:

1. Transcript
2. 2 letters of recommendation (must be from teacher, counselor, or work supervisor)
3. Current essay
4. Signed Auxiliary Scholarship Agreement
5. Completed Educational Assistance Program for Health Careers Application

NOTE: Applications will be rejected if the above items are not submitted in completion.

Mail Completed Application to:

Michelle Masching, Manager of Volunteer Services/Auxiliary, OSF Saint James-JWAMC Educational Assistance Committee, 2500 W Reynolds Street, Pontiac, IL 61764

Deadline for receiving application is April 15th.

CONSENT FOR RELEASE OF INFORMATION

“I hereby consent to the release of any information in connection with the foregoing that in the sole judgment of the OSF Saint James – John W Albrecht Medical Center may be of assistance in evaluating my application. I hereby waive any confidentiality with respect to such information insofar as the OSF Saint James – John W Albrecht Medical Center is concerned, since it is my understanding that the information will be used solely for the evaluation of my application and for no other purpose. The information on this form is, to the best of my knowledge, complete and valid. Any false statement would be cause for termination of any funding. I firmly plan to complete my intended course of study. If I receive an award, I give consent to use my name and photo for publicity purposes.”

Signature of Applicant _____

Date Completed _____

ONLY RECIPIENTS WILL BE NOTIFIED

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*OSF Saint James-John W Albrecht Medical Center, 2500 W Reynolds St. Pontiac, IL 61764
(815) 842-2828 www.osfhealthcare.org/saint-james/*