



GRACE HOSPITAL SCHOLARSHIP FUND CRITERIA

The purpose of the fund is to provide financial assistance to staff who are continuing their education by taking a course/program relevant to their current or a future position. We encourage all qualified applicants to take advantage of this opportunity!

Please note:

- Scholarship applications are received twice a year: in the spring and in the fall.
- Applications that are incomplete or do not meet the following criteria will not be considered.

A. ELIGIBILITY CRITERIA
<p>Employment</p> <ul style="list-style-type: none"> • Applicants must have a good work record and must be an employee of either the Grace Hospital or WRHA who is sited at Grace Hospital • Applicants must have provided service to the Grace Hospital for a minimum of 1950 hours. • Applications from employees on LOA should be submitted after the employee returns to work. • Casual employees are not eligible.
<p>Support from Manager and Director</p> <ul style="list-style-type: none"> • Applications must be signed by the Manager and Director as an indication of their support.
<p>Education Program</p> <ul style="list-style-type: none"> • Applicants must have paid for the course or program. • Applicants must be currently taking the course or have completed the course within the previous one (1) year. • Conferences are not an eligible education program.
<p>Service Requirement</p> <ul style="list-style-type: none"> • Recipients of grants over \$300 must commit to a GHC service requirement for a period of one (1) year following approval of the grant. • Service requirement is waived if person is laid off after receiving funds.
<p>Previous Funding</p> <ul style="list-style-type: none"> • Applicants must disclose any funding or reimbursement received from the Scholarship Fund or other sources for the course(s). This will be taken into consideration when allocating funds.
B. ALLOCATION OF FUNDING
<ul style="list-style-type: none"> • Applications will be reviewed on the basis of the value of course, including consideration of the following criteria: <ul style="list-style-type: none"> ○ The course has immediate applicability to enhance performance in applicant’s current job at Grace Hospital ○ The course will prepare the applicant for a different job within Grace Hospital ○ The applicant is required (by employer) to take course/program. • Course funding will be reimbursed at 100% of the paid <u>tuition</u> (not inclusive of student or other fees, or taxes), with a maximum lifetime scholarship grant eligibility cap not to exceed \$3,000 per employee.
C. DISBURSEMENT OF FUNDING
<ul style="list-style-type: none"> • Successful applicants will receive payment of scholarship funds following submission of proof of successful course completion (e.g. transcript) to Manager, Educational Resources. • Itemized receipts outlining tuition fee must be submitted within two months of successful completion of the course or from the date of the approval letter, whichever is later. • If recipient terminates employment prior to completion of their service requirement, they are required to repay the grant on a pro-rata basis (letter in employee’s HR file indicates date of service requirement). The repayment amount may be deducted from an employee’s final pay; or be provided to the hospital by a personal cheque made out to “Grace Hospital” within one month of termination.