

# Ascension St. Vincent Foundation Nursing Scholarship Program: FAQs

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## What is the Ascension St. Vincent Foundation Nursing Scholarship?

The Ascension St. Vincent Foundation awards nursing scholarships each year to deserving Ascension St. Vincent associates who are pursuing degrees that will help them further their nursing careers. These scholarships are made possible by generous contributions of individuals, corporations, and foundations in recognition of the outstanding nursing care provided to Ascension St. Vincent patients and their families.

## What are the requirements to be eligible for an Ascension St. Vincent Foundation Nursing Scholarship?

Ascension St. Vincent Foundation Nursing Scholarships are available to nurses who have **completed at least one year of consecutive employment** at an Ascension St. Vincent Hospital (see list below) and are applying for or pursuing a degree at an accredited school that will help them further their nursing career at Ascension St. Vincent. Applicants must provide proof of enrollment in an accredited institution.

## Nursing Scholarship Eligible Ascension St. Vincent Hospital Locations:

- Ascension St. Vincent Breast Center
- Ascension St. Vincent Cancer Care
- Ascension St. Vincent Carmel
- Ascension St. Vincent Fishers
- Ascension St. Vincent Heart Center
- Ascension St. Vincent Indianapolis - 86th Street
- Ascension St. Vincent Joshua Max Simon Primary Care Center
- Ascension St. Vincent Seton Specialty Hospital
- Ascension St. Vincent Stress Center
- Ascension St. Vincent Women and Infants Hospital
- Peyton Manning Children's Hospital at Ascension St. Vincent

## What if I am in the process of enrolling in school, but am not currently enrolled? Can I still apply for a scholarship?

If an applicant is in the application process, he/she may apply with an explanation. Proof of acceptance must be provided to the Ascension St. Vincent Foundation prior to the release of scholarship funds. Documentation can include an official transcript from the last semester of enrollment, a letter of acceptance on school letterhead that includes a start date, or a letter from the school confirming the applicant's current enrollment on letterhead. You must be applying for or currently pursuing an Associate, Bachelor, Master, or Doctoral degree in Nursing at an accredited school.

## If I have received a scholarship in the past, am I able to reapply?

Previous scholarship recipients are eligible to apply for a one-time "second year" scholarship. Previous recipients can also re-apply for a scholarship if pursuing a new degree. Please note that scholarship

amounts vary year to year based on the amounts of donations contributed by generous individuals, foundations and corporations into the nursing scholarship fund; there is no guarantee that the second year scholarship will match the original scholarship amount.

### When is the manager and peer recommendation deadline?

March 31<sup>st</sup> 2025

### What is the deadline to apply for a 2025 Nursing scholarship?

Your complete online application including essays, manager recommendation, and peer recommendations, must be submitted online by **midnight, April 1<sup>st</sup> 2025**.

### Should I submit all my information before I request a recommendation?

No. You should request a recommendation as early as possible to ensure there is enough time for the recommendation to be submitted by the deadline.

### What is the Program estimated timeline?

- **Application Opens:** February 1<sup>st</sup> 2025
- **Recommendation Deadline:** March 31<sup>st</sup> 2025
- **Application Deadline:** April 1<sup>st</sup> 2025
- **Scholarship Recipients Notified:** May 2025 (estimate)
- **Scholarship Checks Issued:** June 2025 (estimate)

### Do I need a recommendation to apply?

The application must be completed in full, including one director/manager and two peer recommendations. Please note that these must be three (3) different individuals.

### Does my recommender have to submit his/her recommendation online?

Yes, all recommendations must be submitted online. The references listed in your application will receive an email invitation from Edcor, which will include a link to complete the recommendation online. It is highly recommended that you let your recommenders know that they will receive an email from **Edcor** ([scholarshipsupport@edcor.com](mailto:scholarshipsupport@edcor.com)) and should keep an eye out for this email in their inbox.

*Please note that you can send/resend/withdraw recommendations through your applicant portal. It's the applicant's responsibility to track if the recommendation is complete or not. After a recommendation is submitted, the applicant must 'Mark the section as Complete' and submit the application.*

### Who should I ask to complete my recommendation forms?

One recommendation must come from your current Ascension St. Vincent manager. Peer recommendations should be completed by two people who currently or in the recent past have worked

closely with you. Please note that these must be three (3) different individuals. It is highly recommended that you let your recommenders know that they will receive an email from Edcor ([scholarshipsupport@edcor.com](mailto:scholarshipsupport@edcor.com)) and should keep an eye out for this email in their inbox.

### **What are the selection criteria?**

Both an Edcor and an Ascension St. Vincent Foundation selection committee will evaluate the applications and select the recipients based on need, merit, personal essay responses, and recommendations from peers and managers.

Decisions of the selection committees are final and are not subject to appeal. No application feedback will be given.

### **Who selects the scholarship recipients?**

A selection committee composed of Ascension St. Vincent hospital leadership, nurse managers, past scholarship recipients, Foundation board members, and donors review applications and select recipients.

### **What is Edcor?**

The Ascension St. Vincent Foundation has partnered with Edcor, to provide a comprehensive web-based solution for managing the Ascension St. Vincent Foundation Nursing Scholarship. With Edcor's web portal you can easily

- Complete an online scholarship application
- Upload supporting required documents
- Request manager and peer recommendations via the website for online completion
- Receive up to the minute communications regarding application status
- Get prompt payment made directly to the college or university chosen

### **How many scholarships are awarded each year?**

The Ascension St. Vincent Foundation Nursing Scholarship Program award amount changes each year based on available funds. In 2024, 71 scholarships were awarded totaling \$251,500.

### **What do the scholarships cover?**

Awarded scholarships cover tuition costs and are made payable directly to the educational institutions of the recipients. It is very important that the applicant provides the address for the BURSAR'S office at their institution. This is not always the same address as the institution's mailing address listed on their website. IF awarded a scholarship, the recipient will be mailed a check from Edcor to their personal home address on their scholarship application. The check will be made payable to the institution and it will be the responsibility of the scholarship recipient to ensure delivery of this check to the institution.

### When will the next scholarships be awarded?

The nursing scholarship application cycle is February 1st through April 1st with recipients notified by June 1st and scholarship funds mailed by June 30th. Is this scholarship renewable?

Previous scholarship recipients are eligible to apply for a 2nd year scholarship payment. Previous recipients can also re-apply if pursuing a new degree path. Please note that scholarship amounts vary year by year based on the amount of donations contributed by generous individuals, foundations and corporations into the nursing scholarship fund; there is no guarantee that the 2nd year payment will match the original scholarship amount.

<b>To</b>	Person Person Person
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<b>Subject</b>	

### How is the Ascension St. Vincent Foundation Nursing Scholarship treated for tax purposes?

Ascension St. Vincent Foundation Nursing Scholarship funds are used to pay for tuition, fees, books, supplies, and equipment required for enrollment, attendance or instruction at an educational institution are generally non-taxable for federal income tax purposes. Any portion of the funds used for other purposes, such as to pay for room, board, travel, and miscellaneous expenses are generally taxable. Recipients are encouraged to review IRS Publication 970, Tax Benefits for Education, and consult with their tax adviser as to their circumstances.

### Is the award of an Ascension St. Vincent Foundation Nursing Scholarship contingent upon the continued performance of services to Ascension St. Vincent after the scholarship is awarded?

There is no requirement for recipients to continue employment with Ascension St. Vincent after the scholarship is awarded. However, it is our strong hope that this program helps retain excellent employees and encourages associates to continue their careers with Ascension St. Vincent.

### Does everything have to be submitted online?

Yes. Your application, essays, manager recommendation and peer recommendation must all be submitted online on the Edcor [Scholarship portal](#). The URL is:

[https://Edcor.smapply.us/prog/ascension\\_st\\_vincent\\_foundation\\_nursing\\_scholarship](https://Edcor.smapply.us/prog/ascension_st_vincent_foundation_nursing_scholarship)

### Which school should I list on the application if I have not made a final decision?

List the school that you are most likely to enroll in.

### How do I change my college choice?

This information can be updated on the application before you submit it. If you are awarded the scholarship, you can update the school at the time of acceptance.

### How do I know if my application is complete?

Once you complete all the tasks and Mark them as Complete, the task bar on the left-hand side corner of your application portal will show check marks. Review your application and submit. When you submit your application, you'll see the Status of your application updated to Complete.

### I uploaded a document that no longer displays on my application. Do I need to submit it again?

Previously uploaded documents that are no longer displayed with a status on the home page have been **rejected**. The most common reasons for a rejected document are as follows:

- The document uploaded is not one of the accepted file types: **.pdf, .tif, .png, .gif, .jpeg, .jpg, .bmp and .xps.**
- The document uploaded was not the document requested.
- Not all pages of the document were contained in the file.
- We cannot open the file. The file may be corrupted, or password protected.

Refer to the upload section of your application for the details of the required documents and upload a new file that meets the criteria stated.

### How do I upload more than one file at a time?

You may create a .zip file containing more than one file if everything included is in an acceptable format (i.e. .pdf, .tif, .png, .gif, .jpeg, .jpg, .bmp and .xps.).

### How do I create a .zip file?

To use this format, follow the steps outlined below:

1. Create a new folder on your Desktop - name it the document type you will be uploading. For example, Test Scores, Transcript, or Financial Documentation.
2. Move all the pages you wish to upload into the new folder.
3. Right click on the document from your Desktop, select "Send to," followed by "Compressed

(zipped) folder.”

4. Your new .zip file will be located on your Desktop ready to upload.

### What is the difference between Official and Unofficial Transcripts?

**Official transcripts** must be obtained through your school administration office, or your college registrar office. These transcripts are normally printed on official letterhead and/or state that they are official. These may contain a signature.

*Note: Your official transcript may come to you in a sealed envelope, stating it will become unofficial if opened. When scanning or copying your official transcripts, a watermark may appear noting they are now unofficial. **Despite any watermarks or sealed envelopes, you may open the envelope if needed to upload the document. These documents will still be considered official for our purposes.** When scanning or copying, you do not need to include a copy of the sealed envelope.*

**Unofficial transcripts** may be accessed through your school's online student portal. These pages must still be converted to one of the acceptable file formats. There are free tools available that will allow you to save various documents (including web pages) as a PDF. Unofficial transcripts must contain your name and the school name and contact information.

### What are the DO's and DON'Ts of uploading documents to my application?

#### DO

- Upload in the correct file format.
- Only upload the requested documents.
- Black out any Social Security numbers on the documents you are uploading.
- This is not required but advised.
- Return to your Home page below to verify your documents have been accepted.
- [https://Edcor.smapply.us/prog/ascension\\_st\\_vincent\\_foundation\\_nursing\\_scholarship](https://Edcor.smapply.us/prog/ascension_st_vincent_foundation_nursing_scholarship)

#### DON'T

- Upload a Microsoft Word™ document (.doc, .docx).
- Upload more than the requested documentation
- Use your high-school-provided email address
- Assume your documents are correct and accepted once you have uploaded them.
- Upload a document stating you are mailing your documents.
- Assume the required document does not pertain to you. If the application states the document is required, your application will remain incomplete if you do not provide that document.
- Password-protect your uploaded documents. Password protected documents will be rejected

### Where and when should I send my supporting documents?

The required supporting documents must be uploaded to your online application by the application deadline. If you do not follow the upload instructions exactly, your application may not be considered. Documents that meet the criteria required for the scholarship application and are uploaded by the deadline will be processed and considered on time.

## How and when will I receive notification?

- For recipients, an **Acceptance** link will be sent with the notification **via email**.
- Notifications are also sent to recipients and applicants not selected to receive an award **via email**.
- Add [scholarshipsupport@edcor.com](mailto:scholarshipsupport@edcor.com) and [noreply@mail.smapply.net](mailto:noreply@mail.smapply.net) to your email address book or “safe senders list” to ensure these important emails are not sent to your junk mail folder.
- **Do not ‘opt out’** of any email sent from either [scholarshipsupport@edcor.com](mailto:scholarshipsupport@edcor.com) or [noreply@mail.smapply.net](mailto:noreply@mail.smapply.net). You may not receive vital information regarding your scholarship applications.

## What are my responsibilities if I am chosen as a recipient?

You must enroll as a student at a two-or four-year university in the fall of the year in which the scholarships are awarded and continue the entire academic year without interruption unless approved by the scholarship sponsor.

## How and when are checks issued?

Upon selection of recipients, checks will be issued to each recipient’s mailing address and made payable to the institution indicated on the application. Should you need to change your mailing address or the name of the institution you are attending, please email [scholarshipsupport@edcor.com](mailto:scholarshipsupport@edcor.com). An email will be sent notifying you that the checks have been mailed. Please contact [scholarshipsupport@edcor.com](mailto:scholarshipsupport@edcor.com) should your check not arrive within 30 days of the issue date.

## Who is the Program Administrator?

To ensure complete impartiality in selection of recipients and to maintain a high level of professionalism, the program is administered by Edcor, a firm that specializes in managing sponsored scholarship programs. A committee put together by the Ascension St. Vincent Foundation reviews and approves the recommendations made by Edcor prior to final selection.

## Who can I send a Thank You card to?

Ascension St. Vincent Foundation  
Attn: Nursing Scholarships  
250 West 96th Street, Suite 470  
Indianapolis, IN 46260

## Additional Information or Questions

Email: [scholarshipsupport@edcor.com](mailto:scholarshipsupport@edcor.com) or, Call: 1-855-950-6301 Our offices are open Monday through Friday from 9:00 AM to 5:00 PM Eastern.