Ascension Saint Thomas Scholarship: FAQs

Who is eligible to apply?

- Recipients must be enrolled as a student at the college identified on the scholarship application and pursuing the degree indicated.
- The recipient must earn a passing grade in a pass/fail grading system or a cumulative minimum grade point average of 2.5 for non-nursing undergraduate studies, 3.0 for nursing degree programs and a 3.5 for graduate nursing degree programs during the applicable academic period.
- They must work at Ascension Saint Thomas in a Full-Time, Part-Time or PRN position for a minimum of twenty (20) hour work week during the work commitment period. The recipient must be an Ascension Saint Thomas employee six months from the application due date, May 15th. This would require the associate to have started by November 15, 2024.

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 estimated Program timeline?

- New applications **April 1st - May 15th, 2025**
- Edcor Review **May 17th – June 16th, 2025**
- Award Announcement/Award Acceptance **June 30th – July 14th, 2025**
- Payment mailed **Late July – Mid August**

What are the selection criteria?

The selection criteria vary by Program. Generally, an Edcor independent selection committee will evaluate the applications and select the recipients considering:

- Academic achievement record
- Community Involvement/Impact (outside of school)
- Honors and awards
- Participation and leadership in extra-curricular/co-curricular activities
- Personal Goals Statement (career and educational goals/objectives)
- Letter of Recommendation
- Work Experience

Selection will be merit based and take the above-mentioned criterion into account.

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

What are the details of the award?

The Foundation will provide the recipient a scholarship which shall be applied directly against the recipient's educational expenses for the 2025-2026 school year. The scholarship is applicable to the fall and spring academic year and does not apply to the summer semester. The Foundation will expedite payment to the address of the awardee, and the check will be made payable to the institution listed in the application. It is the recipient's responsibility to supply the school with the payment.

Is this scholarship renewable?

No, a recipient must reapply every year.

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. The documentation attached must match the school you list on your application forms.

How do I change my college choice?

This information can be updated on the application before you submit it.

Please reach out to the Edcor Scholarship Administration via email scholarshipsupport@edcor.com

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 high 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 <u>may</u> 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's 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 to verify your documents have been accepted.

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?

- Notifications are also sent to recipients and applicants not selected to receive an award **via email.**

- For recipients, an **acceptance** link will be displayed on the home page following the notification.

- Add Edcor Scholarship 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 Edcor Scholarship 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 an undergraduate 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.

The recipient will immediately notify the Foundation if their educational plans change or if their employment is terminated at Ascension Saint Thomas. The recipient will participate in stewardship opportunities with donors as requested, which could include but is not limited to correspondence and/or events. Occasionally scholarship recipients are asked to write a letter of appreciation to those who have funded the scholarship. The foundation will provide the scholarship recipient with criteria and deadlines for the letter after the scholarship is awarded.

The scholarship is awarded on an annual basis to the recipient, and the recipient must reapply on an annual basis for the next academic year. The award for 2025-2026 in no way reflects a promise of future awards as they are to be determined on an annual basis upon the total applicant pool and available funds for awards.

How and when are checks issued?

Checks will be issued to each recipient's mailing address and made payable to the institution on their application page.

Please contact Edcor Scholarshipsupport@edcor.com should your check not arrive within 30 days of the issue date.

Are scholarships taxable?

Tax laws vary by country. The scholarship recipient is responsible for taxes, if any, that may be assessed against his or her scholarship award. The program will be administered in full compliance with IRS Procedure 76-47.

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.

Edcor confidential document

Additional Information or Questions

For additional information regarding the scholarship program:

Email: scholarshipsupport@edcor.com

Call: 1-855-950-6301

Our offices are open Monday through Friday from 9:00 AM to 5:00 PM Eastern.