

# Ascension Illinois Scholarship Program: FAQs

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### Who is eligible to apply?

This program is for academic scholarships only and not for financial support for continuing educational opportunities. To be eligible to apply for a scholarship associate must:

- Be enrolled in an accredited college, trade school or university pursuing an education in health care.
- Be employed as an Ascension Illinois associate, Ascension associate supporting the Illinois market or an employee of a wholly-owned Ascension subsidiary supporting the Illinois market for at least six (6) months.
- Be in good standing with no corrective action with the last twelve (12) months.

*Associates covered by a collective bargaining agreement or union contract, should consult that agreement or Associate Relations to determine eligibility.*

### 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 Period	Sept 27th 2024 - Oct 20th 2024
Review Process	Oct 21st 2024 - Dec 13th 2024
Winners announced	Week of Dec 15th
Award Acceptance Period	Dec 13th 2024 - Dec 23rd 2024
Payment Mailed	Early - Mid January

### What are the selection criteria?

All applications will be reviewed by the Scholarship Review Committee and recipients will be chosen by December 13th. All applicants will receive notification of their scholarship application decision. Checks will be made payable to the school of attendance and mailed to the recipient in January. The Scholarship Review Committee will evaluate the applications and select the recipients considering:

- Direct Supervisor Endorsement
- Academic achievement record
- Essays
- 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?

Scholarships are one-time awards that are made payable to the academic institution listed in your acceptance forms. The scholarship is for tuition only and cannot be used towards books, fees or student loan payments. Any refunds or unused dollars should be returned to Ascension Illinois. Generally qualifying associates are eligible for up to two scholarships per year. Please be aware that Ascension Illinois Scholarship awards may be taxable to associates above the \$5,250 per calendar year.

Please note, that associates are encouraged to exhaust their scholarship as quickly as possible. To ensure donor dollars are spent quickly and as many associates are helped as possible, the Scholarship Committee reserves the right to review outstanding scholarships if spending does not happen in a reasonable time.

### 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 need to change your choice after you have submitted. Please reach out via email to [scholarshipsupport@edcor.com](mailto:scholarshipsupport@edcor.com) with the school's information.

### 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 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 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](mailto:noreply@mail.smapply.net) and [scholarshisupport@edcor.com](mailto:scholarshisupport@edcor.com) 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](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.

### How and when are checks issued?

Checks will be issued to each recipient’s mailing address and made payable to the institution on the acceptance form page.

Please contact Edcor [Scholarshisupport@edcor.com](mailto:Scholarshisupport@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.

Please be aware that Ascension Illinois Scholarship awards may be taxable to associates above the \$5,250 per calendar year.

**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.

**Additional Information or Questions**

For additional information regarding the scholarship program:

**Email:** [scholarshipsupport@edcor.com](mailto:scholarshipsupport@edcor.com)

**Call:** 1-855-950-6301

*Our offices are open Monday through Friday from 9:00 AM to 5:00 PM EST*

