FAQs: The Inova Family Scholarship Program for Team Members' Children

![Inova logo]

Who is eligible to apply?

Applicants must meet **all** the following criteria to be eligible for this scholarship:

1. Parent/Guardian must be employed with Inova Health System at the time the scholarship is awarded, including the annual distribution of awards.

2. All regular full-time and part-time Inova team members budgeted to work ≥ 40 hours per pay period and with five (5) years of consecutive service as of the date of application are eligible to participate.

3. Inova team members must be in a benefits-eligible status in active status and not on a Personal Leave of Absence or Long-Term Disability when the scholarship is awarded.

4. Applicant must be dependents* age 26 and under and legal dependent of a team member. *Dependent children are defined as natural children, stepchildren, or legally adopted children living in the team member's household or primarily supported by the team member and claimed as a dependent on the team member's Federal Income Tax.

5. Applicant must be pursuing an undergraduate degree in a healthcare-related field.

6. Applicant must be in Junior/Senior year in college and already enrolled in a full-time undergraduate program of study at an accredited four-year college, university, or vocational-technical school for the entire academic year.

7. The Applicant must have a minimum grade point average of 2.0 on a 4.0 scale (or its equivalent).

8. Applicants must show proof from the college or university they will be attending in Fall 2024.

9. Applicant must submit ALL completed materials by the deadline (May 31, 2024 for the 2024-2025 school year).

When is the application deadline?
May 31, 2024

What is the Program timeline?
- **Application Opens**: March 15, 2024
- **Application Deadline**: May 31, 2024
- **Scholarship Recipients Notified**: June 2024, Edcor notifies award recipients
- **Scholarship Checks Issued**: Mid-July – August 2024

What are the selection criteria?

An independent selection committee will evaluate the applications and select the recipients considering:

- Eligibility
- Academic grade point average (GPA)
- College/university and Healthcare major

Selection will be eligibility-based using above-mentioned criterion.

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

What are the details of the award?

The Inova Scholarship Program for Team Members' Children awards scholarships of $5,000 each, including those eligible to renew.

- Renewals can receive an additional $5,000 per year for one additional year subject to continued eligibility.

Non-recipients may reapply to the program each year they meet eligibility requirements.
Awards may only be used for tuition, books, and fees.
Awards are for undergraduate study only.

Is this scholarship renewable?

Yes.

Awards are renewable up to one additional year or until a bachelor's degree is earned, whichever occurs first. Students must complete and submit a renewal form within established guidelines. Guidelines include recipients meeting the renewal request deadline date, maintaining satisfactory academic performance in a full-time undergraduate program (maintaining a cumulative grade point average of 2.0 on a 4.0 scale or the equivalent), and continued employment by Inova of the recipient's parent/guardian.

Renewal students will be eligible to receive the full award if they are graduating in December.

The status **Complete** will display on the home page when all forms have been submitted and all documents have been verified.

Inova

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:

- 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.
- Edcor 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 as long as 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.

![Inova logo]

What is the difference between Official and Unofficial Transcripts?

Official transcripts must be obtained through your college/university administration office or registrar's 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/inova_family_scholarship_program/

DON'T

- Upload a **Microsoft Word™** document (.doc, .docx).
- Upload more than the requested documentation.
- Use your college/university-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 <u>will</u> 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.

How and when will I receive notifications?

- Notifications are sent to recipients and applicants not selected to receive an award **via email** by the end of June. For approved 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 noreply@mail.smapply.net. You may not receive vital information regarding your scholarship application.**

Note: Your email address will only be used to communicate with you about your scholarship applications or other opportunities administered by Edcor for which you may be eligible to apply. Edcor will not provide your email address to any third parties.

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

You must enroll as a full-time 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. Notify Edcor should your check not arrive within 30 days of the issue date at Scholarshipsupport@edcor.com.

How and when are checks issued?

Checks will be issued in August to each recipient's mailing address and made payable to the institution on the profile page.

Are scholarships taxable?

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. Additional questions should be directed to a qualified tax advisor.

Program Administration

To ensure complete impartiality in the 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.

My parent's employment makes me eligible for this scholarship. Whose contact information should I include?

Applicants must register with their personal email addresses. Do not use your parent's work email addresses and do not use your college/university-provided email address. Your My Profile page should reflect the applicant's (the person who is attending university) legal name and contact information. The parent's information needed is specifically asked for on the application.

Additional Information or Questions

For additional information regarding the scholarship program,
Visit: https: https://edcor.smapply.us/prog/inova_family_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.