



# MedStar Health

## MedStar St. Mary's Hospital Healthcare Scholarship Program

**Deadline to Apply: Friday, March 8, 2024**

*For questions, please call 240-434-7009*

### **Overview of the Healthcare Scholarship Program**

The purpose of this program is to assist candidates in obtaining the education/training needed to satisfy critical positions available at MedStar St. Mary's Hospital ("the Hospital") in Leonardtown, Maryland.

MedStar St. Mary's Hospital offers a limited number of scholarships annually, as determined by projected need and available funding from the Philanthropy Committee of the Hospital's Board of Directors. Additionally, the committee would consider partial scholarships, if applicable. Funds for the Healthcare Scholarship are raised through the Philanthropy Committee of the Hospital's Board of Directors and the generosity of associates, physicians, local businesses and organizations, and members of the community.

The program is intended to be beneficial to both the candidate and the Hospital. MedStar St. Mary's Hospital agrees to fund a candidate's education in return for a pre-determined length of employment with MedStar St. Mary's Hospital after graduation. **The hospital will pay up to \$3,000 per semester for tuition, required books, lab fees, and school required uniforms as appropriate for a period of up to four (4) years. The maximum monetary value of the scholarship is \$24,000.**

The intent of the program is to select qualified candidates who are residents of the Southern Maryland region. These candidates have priority in the selection process; however, MedStar St. Mary's Hospital reserves the right to entertain candidates from other locations who commit to working at MedStar St. Mary's Hospital after graduation.

The college attended may be a two-year (community college) or a four-year (college or university) program (programs longer than four years will be considered). Examples of nursing and allied health positions are provided on page 9 of this packet for your review. All schools attended must be properly accredited by the appropriate accreditation bodies.

If MedStar St. Mary's Hospital has a position to offer the candidate upon graduation, the candidate must apply and be considered with all other applicants. If the candidate is chosen and hired as an associate of the Hospital, they will receive wages equivalent to those received by other associates of MedStar St. Mary's Hospital with the same job, title, and experience. This position could be any shift.

If a position is offered to the candidate and not accepted, the contract is considered breached (see section entitled "In the Event of a Breach of Contract").

If the candidate meets all of his/her obligations, the agreed obligations will be considered met upon the completion of the pre-determined length of service. At the time the agreement is met, the candidate is free to obtain a job wherever he/she may choose with no liability or debt to MedStar St. Mary's Hospital.



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If the candidate completes a portion of the contracted service but not to its entirety, the entire amount of the scholarship loan will be paid back to the Hospital plus up to 10% interest per year charged on the annual date the repayment letter is issued by the Hospital.

## **Selection Criteria**

The candidate must have a minimum 3.0 high school Grade Point Average (GPA), if applying within four (4) years of high school graduation. The candidate will include a high school transcript including the first semester of twelfth grade, if applicable, with the application to verify his or her credentials. If currently or previously enrolled in college courses, an official transcript must be provided by the candidate from any and all colleges/universities attended.

1. If it has been greater than four (4) years since the candidate graduated high school, the appropriate standardized test score as required for the degree should be included when applying for the Healthcare Scholarship. Only scores for SAT or ACT test taken within the last three (3) years will be accepted.
2. A well-written, typed **one-page minimum to two-page maximum double-spaced** (12-point font) essay describing “why candidate should be chosen for the scholarship” must be included with the application. Essay must include:
  - The candidate’s career goals.
  - Why the candidate thinks they would make a good nurse, therapist, etc.
3. Candidate will supply a complete job/school activity history. A resume is acceptable. Include awards and honors as well as any volunteer work. At the top of the job/school activity history or resume provide name and contact information.
4. The candidate will supply a minimum of two (2) **signed** letters of reference from non-family members. Letters of reference may not be older than two (2) years.
5. The candidate will complete all required interviews. These interviews may include, but are not limited to:
  - One with a scholarship selection committee determined by MedStar St. Mary’s Hospital. Human Resources Director, and/or Director’s designee will participate in the interview process and selection.
6. The candidate must sign the scholarship application signature page.



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## Scholarship Recipient's Responsibilities During Scholarship

1. The recipient agrees that it is his/her responsibility to maintain a **3.0 GPA** in classes in the major curriculum and a **3.0 GPA** overall.
2. It is the responsibility of the recipient to furnish grade reports to MedStar St. Mary's Hospital via the Human Resources Department at the end of each grading period and **prior** to the start of the next term. Grade report must include completed semester GPA and cumulative GPA.
3. A **one-page maximum, double spaced, typed** (12-point font) **half page minimum** essay briefly describing what the recipient learned during the prior grading period must be submitted with the grade report.
4. It is the responsibility of the recipient to submit to MedStar St. Mary's Hospital via the Human Resources Department, **before** each term begins, a class schedule showing all classes the student will take in the upcoming term.
5. It is the responsibility of the scholarship recipient to notify MedStar St. Mary's Hospital via the Human Resources Department in writing of any change of status during the term of the scholarship. This includes, but is not limited to; adding/dropping a course, withdrawing or not enrolling, name change, address change, telephone number change, relocations, changes to school locations.
6. It is the responsibility of the recipient to notify MedStar St. Mary's Hospital via the Human Resources Department of any change in major or specialty. The agreement is entered into by the Hospital for the express purpose of obtaining viable candidates for the workforce. The Hospital reserves the right to terminate this agreement in the event the recipient changes his or her major and/or learning institution without the prior written approval of MedStar St. Mary's Hospital.
7. It is the responsibility of the scholarship recipient to complete all aspects of their course of study, including but not limited to graduation, and passage of applicable licensing exam within six (6) months of graduation.
8. The recipient understands that it is not the responsibility of MedStar St. Mary's Hospital to obtain the above-named documents. The responsibility to furnish these documents via the MedStar St. Mary's Hospital Human Resources Department is solely the recipient's. Failure to comply with documents required in numbers 1-9 above may result in forfeiture of scholarship. (See section entitled "In the Event of a Breach of Contract,")
9. The candidate is encouraged to seek employment with MedStar St. Mary's Hospital while attending school and utilizing scholarship funds.



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## Scholarship Recipient's Obligation upon Graduation

1. **The recipient must commit to working for MedStar St. Mary's Hospital in the specified field; full-time for a period not less than 24 months (3,672 hours).** Additional work commitment is required for \$24,000.00 scholarships. The recipient must apply for all positions in the chosen field of study offered by MedStar St. Mary's Hospital. The application process must begin no later than 30 days after all requirements have been met (including course work, internships, and licensing) making the recipient eligible for work in the field. This work may be any position/shift available in the field supported by the funds received from your scholarship including weekend, evening, and night shifts.
2. The recipient understands that it is **not the obligation** of MedStar St. Mary's Hospital to employ the recipient for any length of time. The employment (and continued employment) of the recipient is contingent upon a position opening in the profession for which the student was trained at the time of the recipient's graduation and satisfactory performance while on the job. However, if **any** position is open in the recipient's field (including a weekend, evening, or night shift), the recipient must apply for that position and be considered with other applicants, or the terms of this agreement will be considered breached. In addition, if the position is offered to the recipient, the recipient has an obligation to accept the position. If the position is offered and not accepted, the terms of this agreement will be considered breached (refer to the section of this document entitled "In the Event of a Breach of Contract").

## Organizational Responsibilities

1. MedStar St. Mary's Hospital agrees to review all applications objectively and without prejudice.
2. MedStar St. Mary's Hospital agrees to choose the recipient on the basis of the above-mentioned student criteria. A recipient may also be chosen on the basis of financial need, if applicable.
3. Upon satisfactory proof of enrollment to an approved school, the Hospital agrees to a payment of up to \$3,000 per semester for tuition, books, lab fees, and school appointed uniforms through the MedStar St. Mary's Hospital preferred provider. An acceptance letter is required before the first tuition bill is paid and a class schedule, one-page essay, and grade report are required before the tuition bill is paid each term thereafter.
4. CLEP or Advanced Placement tests will be included in the scholarship package in the event the recipient chooses to participate in such a program to expedite the graduation process.
5. MedStar St. Mary's Hospital agrees to consider the agreement obligations met if none of the obligations of the recipient are breached.
6. MedStar St. Mary's Hospital recognizes that the agreement is null and void if the terms are breached in any way.



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## **In the Event of a Breach of Contract**

If the recipient fails to fulfill **any** of the agreed upon obligations and/or responsibilities, the contract is considered null and void. At that time, MedStar St. Mary's Hospital is relieved of all prior commitments to the recipient. The recipient is required to **pay back all** money paid by MedStar St. Mary's Hospital for the education of the recipient, **plus up to 10%** per annum accounting from the date the Hospital notifies the recipient of the amount the Hospital will be reimbursed. The recipient will begin a monthly payment plan to MedStar St. Mary's Hospital for the costs incurred by the Hospital. The monthly payment will be determined by the total funds expended on behalf of the recipient to date from MedStar St. Mary's Hospital.

At the time of a breach of contract, the funds are considered a loan and will be treated as such. MedStar St. Mary's Hospital will report this as a debt to the credit bureau. A late or missed payment will be reported to the credit bureau.

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Printed Name of Scholarship Applicant

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Signature of Scholarship Applicant

Date

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Signature of parent or legal guardian,  
if applicant is under 18 years of age

Date



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## Healthcare Scholarship Program

### CONTRACT SIGNATURE PAGE

I accept all terms presented in the MedStar St. Mary's Hospital Healthcare Scholarship application. As an applicant of the MedStar St. Mary's Hospital Healthcare Scholarship, I agree to abide by all guidelines set forth including, but not limited to: In the Event of a Breach of Contract section and the four (4) year timetable (from awarding of scholarship to graduation) as set forth in the overview.

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Printed Name of Scholarship Applicant

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Signature of Scholarship Applicant

Date

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Signature of parent or legal guardian,  
if applicant is under 18 years of age

Date



# MedStar Health

## Healthcare Scholarship Program Application Form

Name: \_\_\_\_\_  
*Last First Middle Initial*

Mailing Address: \_\_\_\_\_  
*Street City State Zip Code*

Physical Address: \_\_\_\_\_  
*(If different from mailing address)*

Email address: \_\_\_\_\_

Preferred Telephone Number: \_\_\_\_\_

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Anticipated Degree/Major: \_\_\_\_\_

Chosen Learning Institution (college/university): \_\_\_\_\_

Anticipated Graduation/Completion Date for Degree/Major: \_\_\_\_\_

### Education to date:

School Name/Address	Course of Study	Did you Graduate?		Received a Degree?	
		Yes	No	Yes	No
<i>High School:</i>					
<i>College:</i>					

Have you ever been employed by MedStar St. Mary's Hospital?

\_\_\_ Yes \_\_\_ No *If yes, when?* \_\_\_\_\_ to \_\_\_\_\_

Department/Position: \_\_\_\_\_

Are you or have you been a student in any specialized program in your school (i.e. James A. Forrest Career Technical Center, CTE programs in Charles County); Yes \_\_\_ No \_\_\_

If yes, name of program \_\_\_\_\_



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## **Additional Questions:**

1. **High school or college activities/committees/clubs:**
2. **High school or college awards/honors:**
3. **A personal accomplishment and why you feel it is important:**
4. **Short term (5 years) and long-term goals (10 years):**
5. **How your community work/volunteering benefits others:**

*(Use an additional sheet to complete the questions on this page if needed)*





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## Healthcare Scholarship Program

### Application Checklist

**Include a copy of this page as your cover sheet.**

Name of Applicant: \_\_\_\_\_

#### The following items are required in your application packet:

- \_\_\_\_\_ Initialed Application Checklist
- \_\_\_\_\_ Certified copy of high school and/or college transcript, if applicable
- \_\_\_\_\_ Appropriate standardized test scores, if applicable
- \_\_\_\_\_ Resume
- \_\_\_\_\_ Completed application essay
- \_\_\_\_\_ Two (2) **signed** letters of recommendation from non-family members
- \_\_\_\_\_ Completed Breach of Contract (page 5)
- \_\_\_\_\_ Completed Contract Signature Page (page 6)
- \_\_\_\_\_ Completed Application form (page 7)
- \_\_\_\_\_ Completed answers to questions 1-5 (page 8)

*Please initial you have included and completed all the items above.*

Applicants may be selected for an interview with the Scholarship Selection Committee. The committee will review all completed packets, discuss interview results, and make recommendations for scholarship awards.

*Scholarship recipients will be notified by mail of the results of the decision on their application.*

Mail completed packets to:  
 MedStar St. Mary's Hospital  
 Attn: Human Resources  
 25500 Point Lookout Road  
 P.O. Box 527  
 Leonardtown, MD 20650

or email: **SMH-Human\_Resources@MedStar.net**  
*For questions, call Human Resources at 240-434-7009*



## Examples of Nursing and Allied Health Positions

*With so many opportunities in health care, the following positions are just a sampling of those needed by MedStar St. Mary's Hospital. Regardless of whether your specific field of interest is listed, applicants are encouraged to apply.*

Accessioner – Laboratory	Lead Respiratory Therapist
Accessioner II	Medical Social Worker (Hospice)
Anesthesia/OR Tech	Mental Health Counselor
Associate Health Nurse	Nuclear Medicine Technician
Behavioral Health Case Manager	Nurse Educator
Case Management Specialist	OB Technician
Certified Surgical Assistant	Occupational Therapist
Certified Tumor Registrar	OR Surgical Technician
Clinical Informatics Specialist	Outpatient Surgery Nursing Technician
Clinical Information Systems Specialist	Pharmacy Technician
Diagnostic Medical Sonographer	Pharmacist
Echo Technician	Phlebotomist
EEG Technician	Physical Therapist
EKG Technician	Physical Therapy Assistant
Health Connections Lactation Consultant/Coordinator	Radiology Technician
Home Health Nursing Technician	Registered Nurse
Infection Control Practitioner	Respiratory Therapist
Informatics Nurse Coordinator	Social Worker
Intensive Care Center Nursing Technician	Speech Therapist
Lab Technician	
Lab Technologist	