

## Application Instructions for Employee Scholarships

### Overview

In 2002, the SSM St. Mary's Hospital – Jefferson City Foundation announced a scholarship program for employees of the hospital seeking education or training to further develop their technical or professional abilities. These scholarships can be used for independently established courses, professional accreditation, or continuing education programs.

### Who is Eligible?

To be eligible for an Employee scholarship, you must:

- Be a full- or part-time (benefit eligible) employee, in good standing, employed with St. Mary's – Jefferson City for a minimum of 1 year (*12 consecutive months*) at the time of application.
- Be an employee seeking to develop his/her technical or professional abilities in an area identified as an appropriate need in the workforce at SSM Health-St. Mary's– Jefferson City.
- Show proof of enrollment or be in the process of completing enrollment in an independently established course, or professional accreditation or continuing education program. Applications for **completed** courses, accreditations, or continuing education programs **will not be accepted**.
- Hold a minimum of a 3.2 GPA or above, on a 4.0 GPA scale, or an equivalent rating on a comparative GPA scale.
- Submit a letter detailing the need and benefits of the education or training.
- Be a labor and delivery employee to apply for the Jackson Browning Annual Memorial Scholarship (**please check box on application**). This scholarship is granted at the October 7th application round.
- Be pursuing End-of-Life Care certification or training to apply for the Mary "Tess" Cleary Annual Memorial Scholarship (**please check box on application**). This scholarship is granted at the October 15th application round.
- **Complete all required application information** and send to the Foundation office by March 1 for the spring award of scholarships, or October 7 for the fall award of scholarships.

### Complete applications will include

- A completed application form with all requested information attached.
- An official transcript from current or previous institutions within your field of study.
- Official verification of enrollment .
- A schedule of fees and/or costs of the course or program.
- Completion of personal statement describing your commitment to St. Mary's – Jefferson City, including details on the need and benefits of the education or training.
- A list of your extracurricular, community, volunteer or health care activities.
- At least one letter of reference from a work supervisor or director.

### How Much Can I Receive?

Scholarships vary up to a maximum of \$1,500 per applicant.

### How Are Recipients Chosen?

A selection committee is comprised of members of the St. Mary's Foundation board of directors and administrative staff. Applications will be screened for eligibility prior to being reviewed by the selection committee. Applicants will receive letters of acceptance or denial of scholarships within 60 days of the application deadline.

### How Do I Apply?

Application forms for the Employee Scholarships are available, upon request, from the St. Mary's Foundation Development Office by calling 573-681-3740, or by visiting our website at [www.ssmhealthmidmo.com/foundations](http://www.ssmhealthmidmo.com/foundations). It is the applicant's responsibility to ensure that all parts of the application are properly completed and delivered by the deadline. **Incomplete applications will not be considered**. Mail all application materials to the SSM Health St. Mary's – Jefferson City Foundation, Development Office, 2505 Mission Drive, Jefferson City, MO 65109.

**Need More Information?** Contact: [Tori.Baker@ssmhealth.com](mailto:Tori.Baker@ssmhealth.com); 573-681-3742