



# NURSING SCHOLARSHIP PROGRAMS 2017 POLICY

Developed by:

Virginia Department of Health  
Office of Health Equity



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# Nursing Scholarship Programs Policy

## GENERAL INFORMATION

### Purpose

To provide guidance of the policy for the nursing scholarship programs administered by the Virginia Department of Health, Office of Health Equity (VDH-OHE).

### Introduction

Virginia appreciates and thanks all of its nurses as they work to provide quality patient care across the Commonwealth. The VDH-OHE offers several non-taxed scholarship opportunities to help nurses pay for nursing education. These programs not only assist with paying for nursing education, but also afford individuals an opportunity to become part of a community and provide care to deserving Virginians.

Awards for all programs administered by VDH are made on a competitive basis and limited to available funding. Priority for awards is given to candidates providing medical services in Virginia's most underserved areas.

### Legislative Authority

The administration of the Nursing Scholarship Programs is authorized by and consistent with Sections 23-35.9, 23-35.10, 23-35.11, 23-35.12, 23-35.13, 32.1-122.5, 32.1-122.6:01, 32.1-122.6:02, and 32.1-122.20 of the Code of Virginia; as well as program regulations contained in 12 VAC5 Chapters 510, 542, and 545 of the Virginia Administrative Code, and 42.C.F.R. Part 5 of the Federal Code.

### Definitions

- i. Award: To confer or bestow as being deserved or merited or needed
- ii. Commissioner: The Virginia State Health Commissioner
- iii. Contract: Legal agreement between VDH and Nursing Scholarship Recipients
- iv. Licensed Practical Nurse (LPN): A person who has undergone training and obtained a license (as from a state) conferring authorization to provide routine care for the sick
- v. Registered Nurse (RN): A graduate trained nurse who has been licensed by a state authority after qualifying for registration
- vi. Verification of Employment (VOE): Documented proof from an employer that the nursing scholarship recipient is in compliance with his/her contractual service obligation
- vii. Default: A failure to complete required service obligation
- ix. Waiver: Request to cease or eliminate completely a service obligation
- x. Variance: Request to alter the conditions of an existing contract between the VDH and a nursing scholarship recipient

### History

For 23 years, the late Mary Marshall was a Virginia state legislator who was known for having special interest in health-related issues. She introduced countless measures aimed at promoting professionalism in health care, chaired legislative committees and served on many commissions

and task forces concerned with regulation of health professions. Del. Marshall was especially interested in the nursing profession. Among the bills she sponsored was one establishing a scholarship fund for nursing students during a time that there was a shortage of qualified nurses in the Commonwealth of Virginia. Since 1958, the General Assembly has been appropriating funds to provide scholarships for Virginia students enrolled in nursing educational programs.

Following her retirement from the General Assembly in 1992, Gov. L. Douglas Wilder appointed Mrs. Marshall to the Board of Health Professions. As Mrs. Marshall was preparing for her first board meeting, she was injured in a fall at her home and died a few days later. To honor Mrs. Marshall and to recognize her many contributions to nursing and other health professions, the Board of Nursing voted in January 1993 to name the scholarship the Mary A. Marshall Nursing Scholarship Fund. The fund is financed in part by a \$1 fee paid by nurses licensed by the Board of Nursing and the scholarships are awarded by the Board of Health.

## **PROGRAM INFORMATION**

### **Programs**

Scholarships pay only for coursework within the nursing curriculum for which the recipient is funded; it does not pay for pre-requisite coursework. The expense for coursework applied to another degree will not be paid nor will it be considered when determining eligibility for a living expense stipend. Applicants who are in default on other educational loans and/or scholarships received from state or federal funds or who have other outstanding debt to the state of Virginia are not eligible to receive these scholarship funds. All awards are non-taxable. It is the applicant's responsibility to notify program staff if any information on their application changes.

### Application does not guarantee a scholarship.

There are currently four scholarship opportunities available for nursing students accepted or enrolled in programs:

- Mary Marshall Nursing Scholarship for Licensed Practical Nurses
- Mary Marshall Nursing Scholarship for Registered Nurses
- Virginia Nurse Practitioner/Nurse Midwife Scholarship Program
- Virginia Nurse Educator Scholarship Program

### **I. Mary Marshall Nursing Scholarship for Licensed Practical Nurses**

Mary Marshall Nursing scholarships are for students enrolled in undergraduate nursing programs. Undergraduate nursing programs are defined as those leading to a diploma, an associate degree, or baccalaureate degree in nursing. Under the law, all scholarship awards are made by an Advisory Committee appointed by the State Board of Health. The VDH-OHE serves as the staff element to the Advisory Committee and has no role in the determination of scholarship recipients. The basis for determining scholarship recipients is established by the Advisory Committee with due regard given to scholastic attainment, financial need, character, and adaptability to the nursing profession.

### **Eligibility**

- U.S. citizen or National
- Residency in VA for at least 1 year

- Eligible for in-state tuition
- Must possess a high school diploma or GED
- Acceptance/enrollment as a full or part-time student in a LPN school of nursing in VA
- Cumulative GPA of at least 2.50 on a 4.00 scale
- Must demonstrate a financial need that is verified by financial aid office at the applicant's school
- Submission of a completed application and recommendation from program director

### Application

Application includes a checklist which must be reviewed thoroughly and submitted as part of a completed application along with all required materials. Incomplete applications will not be considered for award and failure to comply with any application requirements will result in the applicant being ineligible for award. Application open period is **May 1 to June 30** for the fall academic year. Applications are not accepted prior to May 1, and **must be postmarked by June 30**. Applications and any additional required documents must be sent to:

Attn: Nursing Scholarship Programs  
 Virginia Department of Health  
 Office of Health Equity  
 109 Governor Street Suite 714 West (7<sup>th</sup> Floor)  
 Richmond, VA 23219

### Checklist

Applicant must be a United States Citizen , National, hold an immigration visa or classified as a political refugee as verified by a social security number included in the application.

**Persons with a temporary or student visa are not eligible.**

- Applicant must be a resident of the State of Virginia for at least one year. Verification provided must prove that the applicant has lived in VA for at least one year (ex. Renewal date on driver's license, previous year on voter registration card, motor vehicle registration/employment records/deed of property/ sources of financial support, etc if they reflect multiple years). Please provide one of the following appropriate forms of verification: 1.) State Income Tax record or statement 2.) Driver's license with renewal information 3.) Voter registration card 4.) Motor vehicle registration 5.) Employment record 6.) Ownership of real property 7.) Financial support records.
- Applicant must attach a one page Narrative Summary. **“Section 7-Narrative Summary” must be printed at the top of the page. The applicant should sign and date the bottom of the page. (The Narrative Summary will not be accepted if not submitted as stated above.) In one page or less, the summary must briefly explain the significance of the Mary Marshall Nursing Scholarship in pursuing his/her educational goals, any school/community activities, and any skill-set that is pertinent to the nursing profession. It is important that the applicant consider including plans for professional practice in Virginia following graduation. If the Narrative Summary exceeds the one page limit, it will not be accepted.**
- Applicant must be accepted to or enrolled in a school of nursing in the State of Virginia which is approved by the State Board of Nursing. The applicant must have the

Dean/Director/Chair of the Applicant's School of Nursing complete **Section 8** of the application, provide an **original signature** and have it returned to him/her to be submitted with the application. **Section 8 will not be accepted if it is not submitted with the application**

- Applicant **must attach an official transcript** of grades from all schools attended. **The transcript will not be accepted if it is not submitted with the application.** The applicant must demonstrate a cumulative grade point average (GPA) of at least 2.5 if currently enrolled in and attending a nursing program.
- Applicant must demonstrate financial need verified by a Financial Aid Officer/authorized person. The applicant must file one or more of the following: 1) Financial Aid Form (FAF) of the College Scholarship Service 2) the Family Financial Statement (FFS) of the American College Testing or 3) the Free Application for Federal Student Aid (FAFSA) with the institution they are attending or will attend for determination of financial need. The recommendation of the Financial Aid Officer must be based upon one of the three above referenced need analysis documents and must include a specific dollar amount determined to be the applicant's financial need. The Financial Aid Officer/Authorized Person must provide **original signatures** in **Section 9** of the application.
- Applications must be typed and have all appropriate documents attached.** Applicants are advised to keep a copy for their records.

### **Selection**

In 1974, an Advisory Board was appointed and delegated the responsibilities as prescribed in the Code of Virginia §23.35.9. The Advisory Committee shall be made up of the following:

- Four (4) members shall be deans or directors of schools of nursing or their designee
- Two (2) members shall be past recipients of nursing scholarships (preferably 1 RN and 1 LPN)
- Two (2) members shall have experience in the administration of student financial aid programs.
- Appointments are for two-year terms. No member of the committee shall be eligible to serve more than two successive terms in addition to the portion of any unexpired term for which such member was appointed.

Eligible applications are copied, equally distributed, and mailed by VDH-OHE to Committee members via certified mail for scoring before the Advisory Meeting. Annual committee meetings are held between early August and mid-September. Advisory Committee Members meet to review and make recommendations to the Commissioner for the current year's scholarship awards. Committee's recommendations are sent to Commissioner for review by VDH-OHE staff. Upon approval, VDH support staff sends an email to the chosen applicants, with a copy of a contract to review to assure that the applicant is prepared to accept the award with the contractual requirements. Once the applicant accepts the award, an award letter and contract are sent via certified mail to the recipient.

### **Scholarship Amount**

Scholarship amounts vary based on Advisory Committee decision. Awards are dependent upon funds appropriated by the VA General Assembly, money collected by Board of Nursing and number of qualified applicants.

### **Scholarship Conditions**

- **Obligation is one year of full-time employment as a nurse in the Commonwealth of Virginia for every \$2,000 of scholarship money awarded**
- **Begin full-time employment within 60 days of graduation date**
- **Voluntary military service cannot be used to repay scholarship awards**
- **Any other conditions and requirements not covered by this document will be stated in scholarship contract.**

## **II. Mary Marshall Nursing Scholarship for Registered Nurses**

Mary Marshall Nursing scholarships are for students enrolled in undergraduate nursing programs. Undergraduate nursing programs are defined as those leading to a diploma, an associate degree, or baccalaureate degree in nursing. Under the law, all scholarship awards are made by an Advisory Committee appointed by the State Board of Health. The VDH-OHE serves as the staff element to the Advisory Committee and has no role in the determination of scholarship recipients. The basis for determining scholarship recipients is established by the Advisory Committee with due regard given to scholastic attainment, financial need, character, and adaptability to the nursing profession.

### **Eligibility**

- U.S. citizen or National
- Residency in VA for at least 1 year
- Eligible for in-state tuition
- Acceptance/enrollment as a full or part-time student in a RN school of nursing in VA
- Cumulative GPA of at least 2.50 on a 4.00 scale
- Must demonstrate a financial need that is verified by financial aid office at the applicant's school
- Submission of a completed application and recommendation from program director

### **Application**

Application includes a checklist which must be reviewed thoroughly and submitted as part of a completed application along with all required materials. Incomplete applications will not be considered for award and failure to comply with any application requirements will result in the applicant being ineligible for award. Application open period is **May 1 to June 30** for the fall academic year. Applications are not accepted prior to May 1, and **must be postmarked by June 30**. Applications and any additional required documents must be sent to:

Attn: Nursing Scholarship Programs  
Virginia Department of Health  
Office of Health Equity

109 Governor Street Suite 714 West (7<sup>th</sup> Floor)  
Richmond, VA 23219

### Checklist

- Applicant must be a United States Citizen , National, hold an immigration visa or classified as a political refugee as verified by a social security number included in the application. **Persons with a temporary or student visa are not eligible.**
- Applicant must be a resident of the State of Virginia for at least one year. Verification provided must prove that the applicant has lived in Virginia for at least one year (ex. Renewal date on driver's license, previous year on voter registration card, motor vehicle registration/employment records/deed of property/ sources of financial support, etc if they reflect multiple years). Please provide one of the following appropriate forms of verification: 1.) State Income Tax record or statement 2.) Driver's license with renewal information 3.) Voter registration card 4.) Motor vehicle registration 5.) Employment record 6.) Ownership of real property 7.) Financial support records.
- Applicant must attach a one page Narrative Summary. **“Section 7-Narrative Summary” must be printed at the top of the page. The applicant should sign and date the bottom of the page. (The Narrative Summary will not be accepted if not submitted as stated above.) In one page or less, the summary must briefly explain the significance of the Mary Marshall Nursing Scholarship in pursuing his/her educational goals, any school/community activities, and any skill-set that is pertinent to the nursing profession. It is important that the applicant consider including plans for professional practice in Virginia following graduation. If the Narrative Summary exceeds the one page limit, it will not be accepted.**
- Applicant must be accepted to or enrolled in a school of nursing in the State of Virginia, approved by the State Board of Nursing. The applicant must have the Dean/Director/Chair of the Applicant's School of Nursing complete **Section 8** of the application, provide an **original signature** and have it returned to him/her to be submitted with the application. **Section 8 will not be accepted if it is not submitted with the application.**
- Applicant **must attach an official transcript** of grades from all schools attended. **The transcript will not be accepted if it is not submitted with the application.** The applicant must demonstrate a cumulative grade point average of at least 2.5 if currently enrolled in and attending a nursing program.
- Applicant must demonstrate financial need verified by a Financial Aid Officer or Authorized Personnel. The applicant must file one or more of the following: 1) Financial Aid Form (FAF) of the College Scholarship Service 2) the Family Financial Statement (FFS) of the American College Testing or 3) the Free Application for Federal Student Aid (FAFSA) with the institution they are attending or will attend to determine financial need. The recommendation of the Financial Aid Officer or Authorized Personnel must be based on one of the three referenced need analysis documents and must include a specific dollar amount determined to be the applicant's financial need. The Financial Aid Officer or Authorized Personnel must provide **original signatures** in **Section 9** of the application.



- Applications must be typed and have all appropriate documents attached.**  
Applicants are advised to keep a copy for their records.

### **Selection**

In 1974, an Advisory Board was appointed and delegated the responsibilities as prescribed in the Code of Virginia §23.35.9. The Advisory Committee shall be made up of the following:

- Four (4) members shall be deans or directors of schools of nursing or their designee
- Two (2) members shall be past recipients of nursing scholarships (preferably 1 RN and 1 LPN)
- Two (2) members shall have experience in the administration of student financial aid programs.
- Appointments are for two-year terms. No member of the committee shall be eligible to serve more than two successive terms in addition to the portion of any unexpired term for which such member was appointed.

Eligible applications are copied, equally distributed, and mailed by VDH-OHE to Committee members via certified mail for scoring before the Advisory Meeting. Annual committee meetings are held between early August and mid-September. Advisory Committee Members meet to review and make recommendations to the Commissioner for the current year's scholarship awards. Committee's recommendations are sent to Commissioner for review by VDH-OHE staff. Upon approval, VDH support staff sends an email to the chosen applicants, with a copy of a contract to review to assure that the applicant is prepared to accept the award with the contractual requirements. Once the applicant accepts the award, an award letter and contract are sent via certified mail to the recipient.

### **Scholarship Amount**

Scholarship amounts vary based on Advisory Committee decision. Awards are dependent upon funds appropriated by the VA General Assembly, money collected by Board of Nursing and number of qualified applicants.

### **Scholarship Conditions**

- **Obligation is one year of full-time employment as a nurse in the Commonwealth of Virginia for every \$2,000 of scholarship money awarded**
- **Begin full-time employment within 60 days of graduation date**
- **Voluntary military service cannot be used to repay scholarship awards**
- **Any other conditions and requirements not covered by this document will be stated in scholarship contract.**

### **III. Virginia Nurse Practitioner/Nurse Midwife Scholarship Program**

The Nurse Practitioner/Nurse Midwife Scholarship Program provides scholarship awards to students who agree to practice full-time as a Nurse Practitioner or Nurse Midwife in a Virginia Medically Underserved Area (VMUA) or Health Professional Shortage Area (HPSA). All awards are made by a Nursing Scholarship Committee, appointed by the State Board of Health.

VDH-OHE serves as the staff element to the Nursing Scholarship Committee and has no role in the determination of scholarship awarded to recipients. The guidelines for determining scholarship awards to recipients are established by the Nursing Scholarship Committee. Preference for the scholarship award shall be given to residents of the Commonwealth of Virginia who are minority students, students enrolled in Family Practice, Obstetrics, Gynecology, Pediatrics, Adult Health, and Geriatric Nurse Practitioner Programs. Participants residing in MUAs as determined by the Board of Health will also be given preference.

### Eligibility

- Residency in VA for at least 1 year
- Acceptance/enrollment as a full or part-time student in a practical school of nursing
- Submission of a completed application and other required materials

### Application

Application includes a checklist which must be reviewed thoroughly and submitted as part of a completed application along with all required materials. Incomplete applications will not be considered for award and failure to comply with any application requirements will result in the applicant being ineligible for award. Application open period is **May 1 to June 30** for the fall academic year. Applications are not accepted prior to May 1, and **must be postmarked by June 30**. Applications and any additional required documents must be sent to:

Attn: Nursing Scholarship Programs  
Virginia Department of Health  
Office of Health Equity  
109 Governor Street Suite 714 West (7<sup>th</sup> Floor)  
Richmond, VA 23219

### Checklist

- Applicant must be a United States Citizen , National, hold an immigration visa or classified as a political refugee as verified by a social security number included in the application. **Persons with a temporary or student visa are not eligible.**
- Applicant must be a resident of the State of Virginia for at least one year. Verification provided must prove that the applicant has lived in Virginia for at least one year (ex. Renewal date on driver's license, previous year on voter registration card, motor vehicle registration/employment records/deed of property/ sources of financial support, etc if they reflect multiple years). Please provide one of the following appropriate forms of verification: 1.) State Income Tax record or statement 2.) Driver's license with renewal information 3.) Voter registration card 4.) Motor vehicle registration 5.) Employment record 6.) Ownership of real property 7.) Financial support records.
- Applicant must attach a one page Narrative Summary. **“Section 7-Narrative Summary” must be printed at the top of the page. The applicant should sign and date the bottom of the page. (The Narrative Summary will not be accepted if not submitted as stated above.) In one page or less, the summary must briefly explain the significance of the Virginia Nurse Practitioner/Nurse Midwife Scholarship in pursuing the applicant's educational goals, any school/community activities, and any**

skill-set that is pertinent to the nursing profession. **If the Narrative Summary exceeds the one page limit, it will not be accepted.** Please include:

1. Scholastic attainment
2. Character attributes and adaptability to the nurse practitioner/nurse midwife profession
3. Plans for practicing in Virginia following graduation
4. Any specializations in the following areas: family practice, obstetrics and gynecology, pediatrics, adult health, and geriatric nurse practitioner programs.
5. School and/or community activities
6. Any skill sets pertinent to the profession

Applicant must be accepted to or enrolled in a school of nursing in the State of Virginia which is approved by the State Board of Nursing. The applicant must have the Dean/Director/Chair of the Applicant's School of Nursing complete **Section 8** of the application, provide an **original signature** and have it returned to him/her to be submitted with the application. **Section 8 will not be accepted if it is not submitted with the application.**

Applicant **must attach an official transcript** of grades from all schools attended. **The transcript will not be accepted if it is not submitted with the application.** The applicant must demonstrate a cumulative Grade Point Average (GPA) of at least 2.5 if currently enrolled in and attending a nursing program.

**Applications must be typed and have all appropriate documents attached.** Applicants are advised to keep a copy for their records.

## Selection

The NP/NM/NE program in accordance with Virginia Administrative Code 12VAC5 Chapters 542 and 545 and Virginia Code 32.1-122.20, 32.1-122.5, 32.1-122.6:01 and 32.1-122.6:02 states that the Commissioner shall act as a fiscal agent for the board in administration of the scholarship program through a Nursing Scholarship Committee. All scholarship awards are made by a Nursing Scholarship Committee, appointed by the State Board of Health. The Nursing Scholarship Committee shall consist of:

- Four (4) faculty members representing nurse practitioner or nurse midwife programs and nurse education programs
- One (1) nurse practitioner actively engaged in practice
- One (1) former NP/NM scholarship recipient
- One (1) former NE scholarship recipient

Eligible applications are copied, equally distributed, and mailed by VDH-OHE to Committee members via certified mail for scoring before the Advisory Meeting. Annual committee meetings are held between early August and mid-September. Advisory Committee Members meet to review and make recommendations to the Commissioner for the current year's scholarship awards. Committee's recommendations are sent to Commissioner for review by VDH-OHE staff. Upon approval, VDH support staff sends an email to the chosen applicants, with a copy of a contract to review to assure that

the applicant is prepared to accept the award with the contractual requirements. Once the applicant accepts the award, an award letter and contract are sent via certified mail to the recipient.

### **Scholarship Amount**

Scholarship amounts vary based on Advisory Committee decision. Awards are dependent upon funds appropriated by the VA General Assembly.

### **Scholarship Conditions**

- **Obligation is one year of full-time continuous employment in a Virginia Medically Underserved Area (VMUA) for each year a scholarship is received**
- **Practice facility must accept Medicare/Medicaid or other healthcare reimbursement programs**
- **Full-time employment must begin within two years of graduation date**
- **Any other conditions and requirements not covered by this document will be stated in scholarship contract.**

## **IV. Virginia's Nurse Educator Scholarship Program**

The Nurse Educator Scholarship Program is intended for part-time and full-time master and doctoral level nursing students. All scholarship awards are made by an Advisory Committee appointed by VDH-OHE serves as the staff element to the Advisory Committee and has no role in the determination of scholarship recipients. The Advisory Committee recommends the award selection criteria to the Commissioner. Awards are based on scholastic attainment, financial need, character, and adaptability to the Nurse Educator specialty.

### **Eligibility**

- Residency in VA for at least 1 year
- Full or part-time graduate students in a master's or doctoral program
- Submission of a completed application and other required materials

### **Application**

Application includes a checklist which must be reviewed thoroughly and submitted as part of a completed application along with all required materials. Incomplete applications will not be considered for award and failure to comply with any application requirements will result in the applicant being ineligible for award. Application open period is **May 1 to June 30** for the fall academic year. Applications are not accepted prior to May 1, and **must be postmarked by June 30**. Applications and any additional required documents must be sent to:

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Virginia Department of Health  
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109 Governor Street Suite 714 West (7th Floor)  
Richmond, VA 23219

### **Checklist**

Applicant must be a United States Citizen , National, hold an immigration visa or classified as

a political refugee as verified by a social security number included in the application.  
**Persons with a temporary or student visa are not eligible.**

- Applicant must be a resident of the State of Virginia for at least one year. Verification provided must prove that the applicant has lived in VA for at least one year (ex. Renewal date on driver's license, previous year on voter registration card, motor vehicle registration/employment records/deed of property/ sources of financial support, etc if they reflect multiple years). Please provide one of the following appropriate forms of verification: 1.) State Income Tax record or statement 2.) Driver's license with renewal information 3.) Voter registration card 4.) Motor vehicle registration 5.) Employment record 6.) Ownership of real property 7.) Financial support records.
- Applicant must attach a one page Narrative Summary. **“Section 7-Narrative Summary” must be printed at the top of the page. The applicant should sign and date the bottom of the page. (The Narrative Summary will not be accepted if not submitted as stated above.) In one page or less, the summary must briefly explain the applicant's personal and professional interest in nursing and nursing education. The applicant should describe an interest and willingness to teach in Virginia, including type of educational program/institution and plans for professional practice in Virginia following graduation. If the Narrative Summary exceeds the one page limit, it will not be accepted.**
- Applicant must be accepted to or enrolled in a master's or doctoral level nursing program (full or part time) in the State of Virginia and complete the degree requirements within two years or less. The applicant must have the Dean/Director/Chair of the Applicant's School of Nursing complete **Section 8** of the application, provide an **original signature** and have it returned to him/her to be submitted with the application. **Section 8 will not be accepted if it is not submitted with the application.**
- Applicant must complete **Section 9** and attach **two (2) letters of reference** in separate sealed envelopes with the references' signature across the seal. At least one reference letter must be from a former faculty member or teacher. Request references in advance and include with the application package. **Letters of reference will not be accepted separately.**
- Applicant must attach curriculum vitae or resume.
- Applicant must submit a current official transcript of grades from all schools attended with the application. Request transcripts in advance and include with the application. If the applicant is already enrolled and has started the graduate nursing program, the applicant must provide transcripts that demonstrate satisfactory academic progress. **Official transcripts will not be accepted separately.**
- If applicable, the applicant must demonstrate financial need verified by a Financial Aid Officer or Authorized Personnel. The applicant must file one or more of the following: 1) Financial Aid Form (FAF) of the College Scholarship Service 2) The Family Financial Statement (FFS) of the American College Testing or 3) The Free Application for Federal

Student Aid (FAFSA) with the institution the applicant is attending or will attend to determine financial need. The recommendation of the Financial Aid Officer or Authorized Personnel must be based on one of the three referenced need analysis documents and must include a specific dollar amount that reflects the applicant's financial need. The Financial Aid Officer or Authorized Personnel must provide **original signatures** in **Section 10** of the application.

- Applications must be typed and have all appropriate documents attached.**  
Applicants are advised to keep a copy for their records.

### **Selection**

The NP/NM/NE program in accordance with Virginia Administrative Code 12VAC5 Chapters 542 and 545 and Virginia Code 32.1-122.20, 32.1-122.5, 32.1-122.6:01 and 32.1-122.6:02 states that the Commissioner shall act as a fiscal agent for the board in administration of the scholarship program through a Nursing Scholarship Committee. All scholarship awards are made by a Nursing Scholarship Committee, appointed by the State Board of Health. The Nursing Scholarship Committee shall consist of:

- Four (4) faculty members representing nurse practitioner or nurse midwife programs and nurse education programs
- One (1) nurse practitioner actively engaged in practice
- One (1) former NP/NM scholarship recipient
- One (1) former NE scholarship recipient

Eligible applications are copied, equally distributed, and mailed by VDH-OHE to Committee members via certified mail for scoring before the Advisory Meeting. Annual committee meetings are held between early August and mid-September. Advisory Committee Members meet to review and make recommendations to the Commissioner for the current year's scholarship awards. Committee's recommendations are sent to Commissioner for review by VDH-OHE staff. Upon approval, VDH support staff sends an email to the chosen applicants, with a copy of a contract to review to assure that the applicant is prepared to accept the award with the contractual requirements. Once the applicant accepts the award, an award letter and contract are sent via certified mail to the recipient.

### **Scholarship Amount**

Recipient will receive up to \$20,000 per year, for up to two years while completing coursework. Scholarship amounts vary based on Advisory Committee decision.

### **Scholarship Conditions**

- **Obligation is two years of full-time continuous employment teaching in a school of nursing in VA for every year a scholarship is received**
- **Full-time employment must begin within 12 months of completing the educational program**
- **Any other conditions and requirements not covered by this document will be stated in scholarship contract.**

## **RECIPIENT RESPONSIBILITIES**

Upon graduation, the participant must obtain employment within the agreed upon timeframe as stated in the scholarship contract. The first VOE is required to show proof of the first 30 days of employment after the contract execution date determined by the date of the Commissioner's signature.

### **Change**

Each participant shall promptly notify the department in writing within 30 days if any of the following events occur:

- Participant changes name
- Participant changes address
- Participant changes practice site (participant is required to request and obtain in writing prior approval of changes in practice site)
- Participant no longer wishes to fulfill service obligation as a nurse in the Commonwealth
- Participant elects to replay full scholarship amount

### **VOE**

Per Section 12VAC5-510-70 (Mary Marshall), 12VAC5-542-140 (Nurse Practitioner/Nurse Midwife) and 12VAC5-545-90 (Nurse Educator): Upon graduation, the recipient will notify VDH-OHE of plans for employment and beginning date of employment. As of August 2012, the recipient is to submit verification of employment to VDH-OHE every 6 months after initial VOE is sent until work obligation is fulfilled. Prior to August 2012, Mary Marshall Nursing Scholarship Program contracts stated a VOE is required every 4 months.

### **Contractual Agreement**

Prior to receiving scholarship funding for any academic year, recipients for all programs must sign a contract with the state of Virginia through VDH-OHE agreeing to all scholarship conditions. This includes employment in Virginia as a licensed practical nurse, registered nurse, nurse practitioner, and nurse midwife or nurse educator.

### **Repayment of Scholarship Obligation**

Any scholarship recipient who is unable to complete required education, licensure and/or work requirements must, in accordance with the contract, reimburse the Commonwealth of Virginia upon default. This reimbursement must include the total amount of the scholarship awards plus interest. The interest rate will be calculated for the year the account goes into default status.

### **Deferment for Extreme Hardship**

A suspension of the participant's nursing scholarship obligation may be granted at the Commissioner's discretion, for up to one year. In order to qualify for a suspension, the participant shall document a medical condition or personal situation that makes compliance with the obligation temporarily "impossible" or an "extreme hardship" such that enforcement would be against equity and good conscience. These requests shall be submitted in the form of a letter from the participant along with supporting documentation for consideration and final disposition by the Commissioner.

Examples would be the terminal illness of an immediate family member for whom the participant is caretaker or extended maternity leave due to medical complications.

Any other conditions and requirements not covered by this document will be stated in scholarship contract.

## **BREACH OF CONTRACT**

### **Transfer and/or Break in Service**

A recipient who terminates service prior to the completion of his/her obligation is considered in breach of the terms of the contract. If a participant requires a transfer and there is a break in service between the initial eligible site and the transfer site, credit for employment should not resume until the participant returns to the agreed full-time service obligation at an eligible site.

The participant shall submit a formal request to VDH-OHE for a contract modification in cases of transfer or break in service. Where a break in service occurs, the participant's service end date shall be extended and there should be a contract amendment reflecting the new end date. If a participant does not accept his or her reassignment/transfer, the individual shall be placed in default of his or her nursing scholarship program contract. These requests shall be submitted in the form of a letter from the participant along with supporting documentation for consideration and final disposition by the Commissioner.

### **Default**

Per Virginia Administrative Code §12VAC5-510-30, 12VAC5-542-80 and 12VAC5-545-70, a default occurs when conditions of the scholarship contract are not fulfilled such as failure to meet service requirements, failure to engage in full-time employment, leaving the state or ceasing to engage in full-time nursing practice before all employment conditions of the scholarship award are fulfilled.

It is the scholarship recipient's responsibility to provide valid proof to VDH-OHE of compliance with service obligations. Default status will require the recipient to repay VDH the full amount of the scholarship plus interest and fees less any service obligation completed or their account will be sent to collections. Fee amounts and interest rates will be calculated for the year the account goes into default status. Actual amounts will be specified on the scholarship contract and default payment contract.

Any recipient who disputes a determination of default shall send written notice to OFM. Within five days of receipt, OFM will provide written acknowledgment of receipt of the participant/recipient's notice of dispute and place the participant/recipient's account in contested status. Notice of the contested chart will be sent by OFM to VDH-OHE.

### **Variations**

Variations are authorized by § 32.1-12 of the Code of Virginia, "Regulations, Variations and Exemptions." The Board may make, adopt, promulgate and enforce such regulations and provide for reasonable variations and exemptions as necessary to carry out the provisions of this title and



other laws of the Commonwealth administered by it, the Commissioner or the Department. Each variance request is identified on an individual basis upon the request of the recipient.

The Commissioner may grant a variance if a thorough investigation reveals that the hardship imposed on the participant/recipient outweighs the benefits that may be received by the Commonwealth of Virginia.

- The participant/recipient who seeks a variance of service obligation shall make a request in writing. This request should be specific about exactly what portion of the obligation needs to be altered and for what reason and include specific plans for how the obligation will be fulfilled. In order to qualify for a variance to a nursing scholarship obligation, a participant shall document a medical condition or a personal situation that makes compliance with the obligation “impossible” or an “extreme hardship” such that enforcement would be against equality and good conscience. These requests shall be submitted in written form by the participant along with supporting documentation for consideration and final disposition by the Commissioner.
- VDH-OHE staff will notify the participant/recipient via email or phone call of receipt of information and if any further information is required.

### **Waivers**

Any participant or participant’s personal representative who seeks a waiver of service obligation shall make a request in writing. The request shall be sent to the Commissioner.

- The Commissioner shall act on any waiver request submitted within 30 calendar days of receipt of the request and all supporting materials. In the Commissioner’s evaluation of a waiver request, the Commissioner shall only consider the following circumstances as permissible for waiver of service obligation:
  - Death
  - Permanent disability
- The Commissioner may reject any participant’s recipient’s request for a waiver by sending a rejection notice to the applicant. The rejection notice shall be in writing and shall state reasons for the rejection. The applicant may petition for a formal hearing within 30 calendar days to challenge the rejection pursuant to § 2.2-4020 of the Code of Virginia.
- If the Commissioner proposes to grant a submitted waiver request, the participant/recipient shall be notified in writing of his/her decision. The effective date of a waiver shall be 15 calendar days following its issuance.
- No participant/recipient may challenge the terms set forth in the waiver after 30 calendar days have elapsed from the date of issuance.

### **Contested Charts**

Non performance of service is considered a default or breach of contract under 12VAC5-510-30, 12VAC5-542-80 and 12VAC5-545-70. Procedures have recently been created which allow a participant/recipient to dispute a determination of default of service obligation in cases where the debt of the participant/recipient has been referred to one or all of the following: Debt Set-Off Program through the Department of Taxation, Office of the Attorney General, and the appropriate

credit reporting agencies.

Upon non-performance of the contractual Nursing Scholarship service obligations which include:

- Graduation from an accredited nursing program
- Engaging in full-time nursing practice within a stipulated amount of time
- Verifying appropriate employment every 6 months until fulfillment of the service obligation

### **Tax**

The VDH-OHE provides a non-taxed incentive to qualified Nursing Scholarship recipients. The VDH-OHE will not send any tax-related forms to recipients; however, if recipients receive a 1099 or other form in error, they shall contact VDH-OHE immediately.

### **Bankruptcy**

In case of default, the Commonwealth of Virginia shall be entitled to collect from the participant in addition to the amount then due and unpaid on this note, all legal costs of collection including attorney's fees of 30% of such amount; therefore, debt cannot be written off with bankruptcy.

**Any other individual conditions and requirements not covered by this document will be stated in scholarship contract.**

## **Contact Information**

Information regarding the Virginia Nursing Scholarship Programs and other workforce incentive programs can be found at [www.vdh.virginia.gov/OMHHE/primarycare/incentives](http://www.vdh.virginia.gov/OMHHE/primarycare/incentives). For any questions related to the Virginia Nursing Scholarship Programs, please call (804) 864-7422, email [montrice.williams@vdh.virginia.gov](mailto:montrice.williams@vdh.virginia.gov), or fax (804) 864-7440.