

Stillwater Medical Center **Foundation**, Inc.

Employee Scholarship Information

PROGRAM

The Stillwater Medical Center Foundation wishes to encourage the active pursuit of education, especially in healthcare related fields. To this end, the Foundation has developed the employee scholarship program to encourage the acquisition of education by established employees of Stillwater Medical Center.

ELIGIBILITY

- The awards of financial assistance provided through the SMC Foundation's employee scholarship program are awarded with no discrimination based upon race, sex, color, national origin, age, disability, religions and/or marital status.
- **SMC employee must have completed a minimum of nine months employment by the scholarship application due date.**
- **The employee must not be on probation or have disciplinary action against them within nine months of the application due date.**
- **Employee must be classified as a "full time" employee or "permanent part time" employee.**
- The Foundation reserves the right to require immediate and complete refund of disbursed funds if, after receiving the scholarship, the applicant drops out of school or changes their field of study to one not encompassed by the restrictions of the scholarship.
- The Foundation also reserves the right to require repayment of the scholarship should the employee self-terminate employment prior to the close of the period for which a scholarship is awarded.

APPLICATION PROCESS

Applications for the SMC Foundation employee scholarship program may be obtained by:

- Printing the application form from the Foundation web site (www.smc-foundation.org); or from SMC's intranet
- Requesting an application by e-mail
- Visiting the Foundation Office, located in the SMC Annex at 604 S Walnut (during business hours)

Complete Applications include the following:

- Application Form
- Copy of most recent transcript. If application is for your first semester, a letter of acceptance from the school may be submitted in place of the transcript.
- Letter of recommendation from a person who has worked with you in a supervisory/management position. The letter can be attached to the application, or can be directly mailed to Foundation. The letter of recommendation must reach the Foundation by the deadline to be included with application form.
- References requested on the application form (should not be family members).

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED.

APPLICATION DEADLINES

- Fall Semester 2012 Application Due Date: June 25, 2012
- Spring Semester 2013 Application Due Date: November 26, 2012

Applications are due in the Foundation Office by 5:00 p.m. on the due dates listed above.