

Martha Jefferson Hospital Foundation Education Award

This application is for funding that will be used for tuition, fees, books, or other related educational expenses while pursuing the approved education **as a supplement to the available Sentara Educational Assistance Program through Guild.** (Information available on Wavenet). Qualifying educational programs include degrees (associate’s, bachelor’s, master’s, doctoral) and certifications. Awards are capped at \$30,000 per degree. **This is a reimbursement program; awards will not be paid up front.**

Applicant must first apply for funding through the Guild program as a Sentara benefit, then complete this application for additional funding. Visit sentara.guildeducation.com to get started.

- Education support cannot be retroactive.
- After completing the application, **and obtaining all approval signatures**, email to MJH_Foundation@sentara.com
- Please expect 2-4 weeks to receive an email regarding approval status.

Eligibility:

1. **Must show approval, or denial, of funding through the Sentara Guild program.** If funding is not provided through the Sentara Guild program, applicants may still request, and be considered for, funding through the MJHF Education Award. ***MJHF Education Awards can be used to supplement tuition costs or other related educational expenses necessary for the educational pursuit.**
2. **FULL TIME or REGULARLY SCHEDULED part time for at least 16 hours per week while pursuing a certification or degree program.** PRN and temporary employees are not eligible for this education award.
3. Have and maintain at least a ‘Solid Performance’ employee performance rating throughout course of study.
4. Maintain a GPA of 2.0 or better. **Failure to attain the required GPA, or complete the program, will result in loss of eligibility until GPA is improved to the required threshold.**
5. Must sign the education award/work agreement with Sentara *Martha Jefferson Hospital*. (Section D.)

MINIMUM Employment Requirements per table below:

<u>TOTAL SMJH Education Reimbursement Award Disbursed</u>	<u>Post-Graduation Work Commitment Beyond Last Semester Funded</u>
Up to \$9,999.99	12 months
\$10,000 to \$19,999.99	24 months
\$20,000 to \$30,000	36 months

A. REQUIRED DOCUMENTS TO BE SUBMITTED WITH APPLICATION: Incomplete applications will be rejected

- Acceptance Letter from Accredited School (CANNOT be a conditional/provisional acceptance letter)
- Proof of Enrollment in Classes
- Guild Funding Documentation (verification and amount of funding OR denial of funding)
- Supplemental financial aid documentation (verification and amount of funding), if applicable
- If this is not the first time you have received a MJHF Education Award, you must provide evidence of achievement from prior year funding (courses taken, GPA, award dollars utilized, etc.)

C. SUPPORTING STATEMENTS:

Short statement as to why you are interested in the program of study and your academic goal:

Will this degree qualify you for an advanced role within the organization or a different position within the organization?

Are you required to obtain this degree in order to retain current employment status?

Other ways that you are active/involved at Sentara Martha Jefferson Hospital, or elsewhere in your community?

If applicable, report on prior year's funding (courses taken/completed, GPA, how MJHF Education Award was utilized, amount utilized, etc.):

D. EMPLOYEE ACKNOWLEDGEMENT/WORK AGREEMENT:

The education award/work agreements are with employees, the recipients, and Sentara *Martha Jefferson Hospital*. The education award/work agreements are not with Sentara Healthcare.

MJHF Education Awards are provided from the community philanthropic resources in support of Nursing and Clinical Education at Sentara Martha Jefferson Hospital, through the Martha Jefferson Hospital Foundation. The funds for the Education Awards were raised through local philanthropy, and the donors were promised that the funds raised here will remain here in the Charlottesville Community. As such, the agreements stipulate that the recipients will remain with Sentara *Martha Jefferson Hospital* for the required time as indicated by the table below, with Sentara *Martha Jefferson Hospital* as their PRIMARY employer after graduation/completion of the program.

Transferring to another Sentara facility does not fulfill the obligation (below) to remain at Sentara *Martha Jefferson Hospital* and the Charlottesville Community.

"I acknowledge and understand the education award/work agreement is with Sentara Martha Jefferson Hospital and that I must remain an employee at Sentara Martha Jefferson Hospital and the Charlottesville community for the required time-frame and provide the hours per the table below, after completion of the program."

Employee Signature: _____ Date: _____

MINIMUM Employment Requirements per table below:

<u>TOTAL SMJH Education Reimbursement Award Disbursed</u>	<u>Post-Graduation Work Commitment Beyond Last Semester Funded</u>
Up to \$9,999.99	12 months
\$10,000 to \$19,999.99	24 months
\$20,000 to \$30,000	36 months

E. PAYMENT OF EDUCATION SUPPORT

If approved for a Martha Jefferson Hospital Foundation Education Award, payment will be made directly to you on a reimbursement basis through Workday. You will be responsible for submitting your reimbursement request, with receipts, using the appropriate FDM coding. Please contact Marsha Andes at mgandes@sentara.com or Lisa Parks at ldparks3@sentara.com for instruction.

F. MANAGER/DIRECTOR TO COMPLETE:

	YES	NO	COMMENTS
No disciplinary actions	<input type="radio"/>	<input type="radio"/>	
Regularly scheduled for a minimum of 16 hours/week	<input type="radio"/>	<input type="radio"/>	
Enrollment in an approved school/program	<input type="radio"/>	<input type="radio"/>	
Minimum of a Solid Performance rating on EPR	<input type="radio"/>	<input type="radio"/>	
Education is necessary or will benefit SMJH	<input type="radio"/>	<input type="radio"/>	

G. MANAGEMENT SIGNATURES:

MANAGER: _____

Date: _____

Recommend: Yes No

Comments:

DEPARTMENT DIRECTOR: _____

Date: _____

Recommend: Yes No

Comments:

CHIEF NURSE EXECUTIVE: _____

Date: _____

Recommend: Yes No

Comments:

H. DO NOT COMPLETE THIS SECTION:

RETURN TO MJH_Foundation@sentara.com FOR FINAL REVIEW AND APPROVAL

Amount Awarded: _____

Date: _____

Foundation Executive Director: _____