



Good Samaritan Nursing Scholars 2011 Policies and Procedures

Please read the following information carefully

Accepting Your Scholarship

If you receive an offer of scholarship assistance from Good Samaritan Foundation and wish to accept, please:

- **Read** these policies and procedures and contact the Foundation office to resolve any questions;
- **Review** the Student Information included in your scholarship offer; verify the data is correct or change as needed;
- **Sign** the **Scholarship Agreement** and Email/Fax it to the Foundation, keeping a copy for your records;
- **Understand** that **your scholarship does not begin until the Foundation has received your signed Acknowledgement & Acceptance.**

Important Changes for 2011

1. The Foundation will issue grant checks **at the end of each semester** (i.e., as a reimbursement for fees you paid for successfully-completed coursework). Maximum of three semesters per year will be reimbursed.
2. Scholarship checks will be issued on or about the 15th day of the month following the end of each traditional semester.
 - Spring - **May 15**
 - Summer - **September 15**
 - Fall - **December 15**
3. Before a scholarship reimbursement check will be issued for expenses relating to your current semester, you must submit (by email or fax) a copy of **EACH** of the following:
 - a. **Class schedule** for the current semester (please circle nursing course names);
 - b. A **tuition/fee statement** for the current semester (please circle total fees amount); and
 - c. **Grade Report** for the previous semester (if you received a GSF scholarship grant) with your grade circled for the nursing courses taken.

If the total of your tuition/fee statement is less than the grant amount you are scheduled to receive in any semester, please include copies of textbook receipts to make up the difference. Good Samaritan **cannot** distribute grants for an amount in excess of your documented expenses.

Documentation Deadlines

The documents listed in #3 above must be submitted *each semester* **before** your grant award for that semester will be released. The **FINAL DEADLINE** for receipt of documents each semester is:

Spring
May 1

Summer
September 1

Fall
December 1

If you fail to provide all required documents by the FINAL DEADLINE, you will **forfeit** your grant for that semester. If you submit documents for subsequent semesters in your course plan according to these procedures, payments for those semesters **will not** be affected. Recipients who miss two consecutive FINAL deadlines will forfeit **all** remaining scheduled scholarship awards and must re-apply for funding from Good Samaritan.

Personal Information Change

Keeping your information up-to-date is important. To notify us of a change to your mailing or e-mail address, email at scholarships@gsftx.org. We encourage you to notify us of inaccuracies or corrections as often as you wish. Notification of changes such as your address, telephone number and email address will help us provide you with the best possible service.

Non-Nursing Classes

Classes not required for initial nurse licensure (e.g., humanities electives) are **not eligible** for GSF scholarship funding. If the expenses you incur (tuition, books, fees) for any other *eligible* classes exceed the amount of your expected scholarship grant, the amount you receive in that semester/period will not be affected. If not, the costs attributable to the ineligible class(es) will be deducted from your reimbursement check.

Failed or Incomplete Coursework

Any class(es) failed or not completed by a GSF scholarship student are **not eligible** for GSF scholarship funding. If the expenses you incur (tuition, books, fees) for any other *eligible* classes exceed the amount of your expected grant, the amount you receive in that semester/period will be unaffected. If not, the costs attributable to the ineligible class(es) will be deducted from your reimbursement check.

Schedule Changes, Interruption, or Dropout

You have provided the Foundation with a degree schedule. Good Samaritan uses that information to predict how much money will be required to fund existing scholarships, and thus any funds available to add new students to its scholarship program. If your **schedule changes**, please inform the Foundation **as soon as the change is certain**. Here's why: You may decide to attend a summer session not on your original GSF grant schedule. If you don't notify the Foundation and then request reimbursement at the end of the summer session, you may find that Good Samaritan has already allocated all of its scholarship funds for the summer to other students and is unable to assist you. Finally, please inform the Foundation promptly if you suspend or discontinue your nursing education.

Good Samaritan Funding

Since 1951, the Foundation's goal has been to assist each Good Samaritan Nursing Scholar until she or he completes the degree or certification sought. But unforeseen factors affect both you and the Foundation, and Good Samaritan offers no guarantee or contract, and it neither makes nor implies any promise that it will provide funding for the duration of your nursing education. Please consider all GSF scholarship funding to be on a semester-by-semester basis. Each student must maintain eligibility throughout her or his scholarship term by submitting ALL required paperwork by the stated deadlines, and must show adequate progress towards completion of the nursing degree sought. **Good Samaritan retains the right to change (*increase or decrease*) the amount, timing, or method of distributing scholarship funds at its sole discretion, at any time.**

**Good Samaritan Foundation
3355 W. Alabama St Suite 1025
Houston, TX 77098-1867
Phone: (713) 529-4646
Fax: (713) 521-1169**

Please save for your records. Revised March 9, 2011.