****

**FPCB MARVALYNN CARROLL HONORARY SCHOLARSHIP PROGRAM**

SUMMARY

|  |  |
| --- | --- |
|  | Any Memorial Hospital and Manor employee who has been employed with the facility for one year or more will be considered as well as any high school senior or recent graduate who is pursuing a healthcare degree/certification or technical certification at ABAC or SRTC. Eligible candidates must not have an existing service commitment nor have defaulted on a prior service obligation.Eligible Programs Include:Certified Nursing Assistant Respiratory Therapy Surgical Technician Certified Occupational Therapy AssistantMedical Lab Technician Physical Therapy AssistantMedical Technologist Physical TherapyMammography Technologist Occupational TherapyUltrasound Technologist Radiologic Technologist Echocardiography Practical Nursing Electrical Certification Plumbing Certification  HVAC Certification  |
| **Funding** | The First Port City Bank Marvalynn Carroll Honorary Scholarship Program’s Eligible expenses include:* Tuition
* Fees
* Books
* Other reasonable educational costs (e.g., uniforms, supplies)
 |
| **Service Obligation** | All scholarship recipients incur a full-time three-year service obligation.  |
| **Service Locations** | Upon graduation and licensing or certification, scholarship recipients may complete their service obligation in any Memorial Hospital and Manor owned facility in the discipline for which they were funded. |
| **Scholarship Award Period** | High School awards are given at the end of the school year. Employed recipients are awarded at the end of the semester. |

The First Port City Bank Marvalynn Carroll Honorary Scholarship Program provides financial assistance to individuals pursuing degrees and certifications in healthcare professions and technical certifications in exchange for a service commitment. Eligible candidates include Memorial Hospital and Manor employees and high school seniors and recent graduates who may utilize monies awarded to cover expenses for tuition, fees, and books.

**PROCEDURE:**

An interested individual must complete an application (attached) for the scholarship assistance, submit a one- page essay qualifying the need, and a letter of recommendation. The application requests prior educational information and employment history. The application must be completed and submitted with other requirements to the Memorial Hospital and Manor’s Human Resources Department and must contain the following information:

1. An acceptance letter from ABAC or SRTC.
2. Official transcripts from any colleges attended and/or high school transcript
3. A recommendation from the candidate’s immediate supervisor or school guidance counselor.

Scholarship Selection Committee

Recipients of The FPCB Marvalynn Carroll Honorary Scholarship are selected by the Memorial Hospital and Manor Executive Leadership Team after a review of all submitted applications. The Scholarship Selection Committee will meet twice annually. Selection factors are based on academic performance, essay responses, and signed letters of recommendation.

Scholarship Acceptance

Selected individuals will sign a Scholarship Agreement with Human Resources.

Award Information

FPCB **will** pay eligible expenses at the end of the semester after receipt of an **itemized invoice** from the school’s authorized financial aid office presented to MHM’s HR Department. Any required fees already included on the other reasonable costs discussed below **will not** be approved for payment.

FPCB will not pay for recipients to repeat coursework.

FPCB will only pay for SRTC and ABAC expenses and, only for courses required as part of the degree or certificate program.

FPCB will not pay for additional courses beyond those required for graduation and for tuition costs or required fees unrelated to the degree/certificate program such as penalty or late fees.

Submitting Expenses

Recipients will submit all itemized expenses to the Human Resources Department.

Tuition expenses must include classes enrolled, credit hours, tuition expense for each class, and total tuition charge.

Book expenses should be a receipt with a detailed price list for each book.

Before monies are awarded for the next semester, a transcript should be provided for the completed courses.

If tuition and fees have been paid by another source and there is a remaining balance, recipient should submit an invoice for the remaining balance.

Termination of Scholarship

Scholarship Assistance is given until the maximum award of $5000.00 has been disbursed or, one of the following occurs:

1. GPA falls below 3.0.
2. Recipient requests termination in a written request to Human Resources.
3. Recipient is dismissed or suspended from school.
4. Recipient fails to attend applicable courses for two or more semesters.
5. Recipient repays all amounts paid.

**SERVICE OBLIGATION**

Upon graduation the recipient will have 90 days to obtain a license or certification, after which recipients will work on a full-time basis for three years in any MHM owned facility in the discipline they received funding. Employee will receive pay and benefits under any guideline established for other full-time employees.

If a recipient is unsuccessful in obtaining a license or certification within the 90 days after their graduation date, Human Resources should be notified immediately to request an extension.

Service credit will not be given until Human Resources has received documentation that all license and certification requirements have been met.

Recipients who fail to begin or complete their service obligation must repay the scholarship at an annual interest rate of 15% from the date the funds were first made available. If payment is not made for two consecutive months, legal action will ensue.

Additional Information

Questions may be directed to the Human Resources Department at (229) 243-6161.

The Scholarship Selection Committee in conjunction with First Port City Bank reserves the right to modify this program as needed. All recipients and applicants will receive an official written notice of any change to this program within 30 days of the date of the revision.