INDIAN HEALTH SERVICE

STUDENT HANDBOOK

2016–2017

IHS Scholarship Program

Your Health Career Starts Here

OUR MISSION

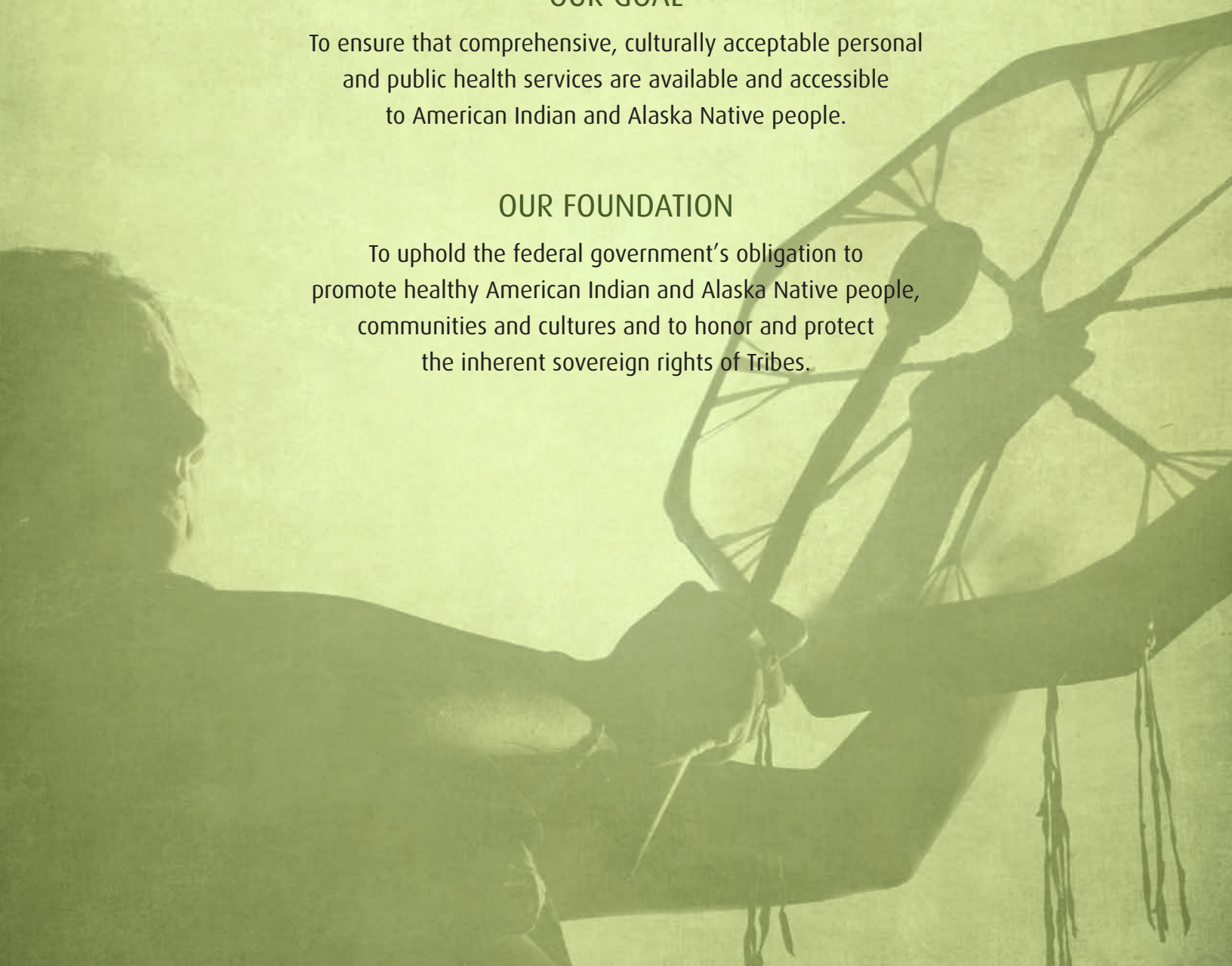
To raise the physical, mental, social and spiritual health of American Indians and Alaska Natives to the highest level.

OUR GOAL

To ensure that comprehensive, culturally acceptable personal and public health services are available and accessible to American Indian and Alaska Native people.

OUR FOUNDATION

To uphold the federal government's obligation to promote healthy American Indian and Alaska Native people, communities and cultures and to honor and protect the inherent sovereign rights of Tribes.



Discrimination Prohibited

Title VI of the Civil Rights Act of 1964 states: "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving federal financial assistance." Title IX of the Education Amendments of 1972 and its implementing regulations (45 Code of Federal Regulations, part 86) provide that no person in the United States shall, on the basis of sex, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Section 504 of the Rehabilitation Act of 1973, as amended, provides that no otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Privacy Act Notice

General

This information is provided pursuant to the Privacy Act of 1974 (Public Law [P.L.] 93-579), December 31, 1974, for individuals supplying information for inclusion in a system of records.

Authority

Sections 751–757 of the Public Health Service Act and Sections 103 and 104 of the Indian Health Care Improvement Act (IHCIA; P.L. 94-437), as amended by the Indian Health Care Amendments of 1988, 1992, 1996 and 2010 (P.L. 100-713, P.L. 102-573, P.L. 704-313 and P.L. 111-148).

Purposes and Uses

In September of 1976, the Congress and the President of the United States enacted the Indian Health Care Improvement Act (IHCIA; [P.L. 94-437]), which declared that "it is the policy of this Nation, in fulfillment of its special responsibilities and legal obligation to the American Indian people, to meet the national goal of providing the highest possible health status to Indians and to provide existing Indian health services with all resources necessary to effect that policy."

In 1978, the Indian Health Service awarded its first scholarship, laying the educational foundation for American Indian and Alaska Native students to train as health professionals serving within Indian health communities. Today, the IHS Scholarship Program has grown to support, educate and place health care professionals within medically underserved Indian health programs throughout the continental United States and Alaska.

Welcome to the first step of your journey with the Indian Health Service (IHS). Your scholarship award begins your commitment to aiding a medically underserved patient population — while living and working in some of the most scenic destinations in the continental United States and Alaska. This handbook will give you the tools and information you need to ensure that you remain on the right path throughout your education. You'll also want to watch for updates and upcoming reporting deadlines on the **IHS Scholarship Program** website and **Facebook** page; be sure to check your **email newsletters** and other regular program communications as well.

You are not alone on this remarkable adventure. Although it is your responsibility to adhere to the program's policies, our staff is available should you have any questions. Turn to this handbook to reference any situations that may arise over the course of your studies.

Your reward will be a career as an Indian health professional, where your career path will be culturally rich and professionally challenging, and you will enjoy competitive pay, bonuses, comprehensive health care coverage, opportunities for advancement and much more.

An Indian health career provides you with the mission. How you meet the challenges within that mission is up to you. Along the way, you will be changing lives — including your own.

TABLE OF CONTENTS

01 Introduction

02 **TIMELINE**
02 **Mark Your Calendar**
03 **IHS SCHOLARSHIP TRACKS**
03 **Determine Your Ideal Career Path**

04 Maintaining Your Eligibility

05 **ACADEMIC REQUIREMENTS**
05 **Preparatory and Pre-Graduate Scholarships**
05 **Health Professions Scholarship**
06 **REPORTING REQUIREMENTS**
06 **In-school Checklist**
07 **Required Documentation**
07 Recipient's Initial Program Progress Report
07 Official Transcripts
08 **Additional Documentation**
08 Notification of Academic Problem
09 Change of Status
11 Name Change
11 Mailing Address
11 Request for Credit Validation
12 **GRADUATION**
12 **Required Documentation**
12 Notice of Impending Graduation (IHS-856-13)
12 Other Documentation
12 Pre-Training and Pre-Employment Documentation
13 **BREACH OF CONTRACT AND DEFAULT**
13 **IHS Scholarship Program Contract**
13 **Failure to Complete Academic Training**
13 **Failure to Begin or Complete Your Service Commitment**
13 **Default Formula**
13 Liability — Sample Calculation

14 Scholarship Extension Application

15 **APPLICATION POLICIES**
15 **Submitting Your Application**
15 Advancing to a Health Professions Degree Program
15 Change in Degree Program
16 **Supporting Documentation**
16 All Extension Applications
16 Advancing to a Health Professions Scholarship, Transfer or Dual Enrollment
16 Other Documentation

TABLE OF CONTENTS

17 **INSTRUCTIONS: ONLINE APPLICATION**
17 **Apply Now**
17 **Applicant Login**
18 **Scholarship Status**
19 **Instructions**
19 **Profile**
20 **College/University**
20 Extending Your Existing Scholarship
21 Advancing to a Health Professions Degree Program
21 **Course Curriculum Verification**
22 **Faculty/Advisor Evaluations**
22 Option 1: Evaluation Not Required
22 Option 2: Evaluation Required
23 **Delinquent Federal Debt**
24 **Confirmation of Information**
25 **Submit Application**
25 **Next Steps**

26 **INSTRUCTIONS: SUPPORTING DOCUMENTATION**
26 **Letter of Good Academic Standing**
26 **Letter of Acceptance/Proof of Application**
27 **Official Transcripts**
27 **Curriculum for Major**

28 Financial Aid

29 **TUITION AND REQUIRED FEES**
29 **Approved Courses and Fees**
29 Unapproved Courses
29 Changes to Course Schedule
30 **Summer School**
30 Preparatory and Pre-Graduate Scholarship Recipients
30 Health Professions Scholarship Recipients
30 Required Documentation

31 **STIPEND AND OTHER RELATED COSTS**
31 **Monthly Stipend**
31 August Payment
31 Lost Stipend Payment
32 **Educational Expenses**
32 Other Related Costs (Covered)
32 Other Related Costs (Not Covered)
33 **Tutorial Assistance**
33 **Taxes**
33 Form W-2
33 **Suspension of Financial Aid**
34 **Potential Conflicts with Your IHS Scholarship**
34 Multiple Scholarships, Grants and Fee Waivers
34 Multiple Service Commitments
34 Veterans Benefits

TABLE OF CONTENTS

35 IHS Extern Program

36 **PROGRAM POLICIES**
36 **Eligibility to Apply**
36 **How to Apply**
36 Application Deadlines
36 **Priorities for Selection**
37 **Employment Options**
37 Salary
37 **Travel**
37 **Housing**

38 Contact Information

39 **SUPPORT STAFF**
39 **Branch Chief**
39 **Program Analysts**
39 **Area Scholarship Coordinators**
39 **Discipline Chiefs**
39 **Chief Grants Management Officer**
39 **Grants Scholarship Coordinator/Management Specialist**
39 **Extern Program Coordinator**
39 **Default Waiver Coordinator**
39 **Health Professions Support Branch Chief**

Introduction

IHS Scholarship Program

Mark Your Calendar

These are some of the important dates you need to know regarding your award and maintaining your eligibility:

FALL

August

First stipend payment allocated, including one-time other related costs (ORC) funds.

Fall Academic Term(s)

Recipient Initial Program Progress (IHS-856-8) form is due 30 days after term begins.

Official transcripts are due 30 days after term(s) ends.

SPRING

April

Summer School Request (IHS-856-22) form is due April 22 if you are taking summer school courses.

Spring Academic Term(s)

Recipient Initial Program Progress (IHS-856-8) form is due 30 days after term begins.

Official transcripts are due 30 days after term(s) ends.

WINTER

December – February

Submit your scholarship extension application via the online system.

SUMMER

June

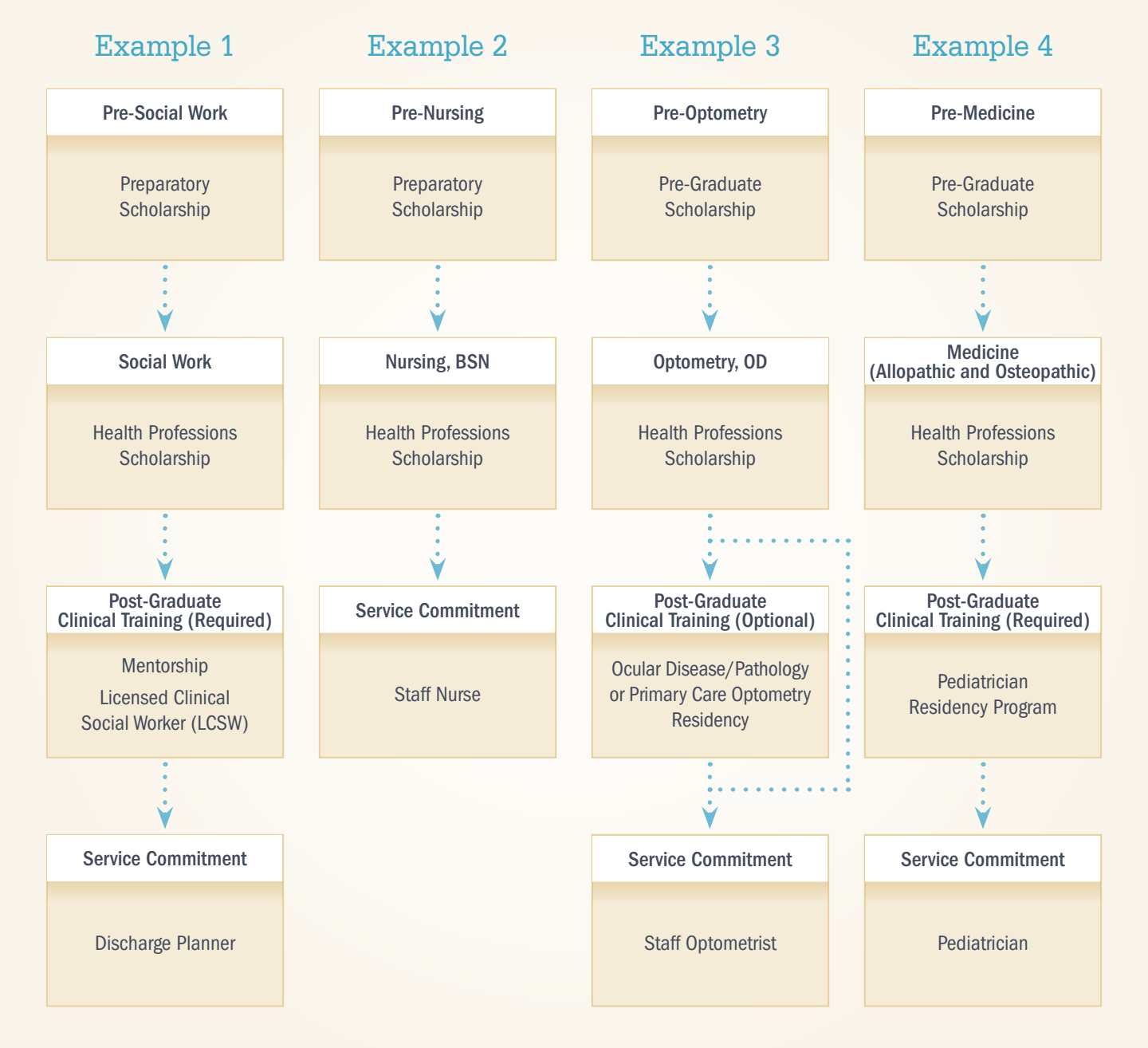
Award notification sent. Scholarship agreements/ contracts must be returned confirming acceptance of scholarship extension.

Summer Academic Term(s)

Official transcripts are due 30 days after term(s) ends.

Determine Your Ideal Career Path

The IHS Scholarship Program offers you the chance to follow the track that matches your academic pursuits and career goals with a multitude of degree programs designed to assist you in beginning your career as an Indian health professional. Whether you are a Preparatory or Pre-Graduate scholarship recipient just beginning your health profession education or a Health Professions scholarship recipient nearing the start of your career, there are a number of options available to explore. The chart below shows four examples detailing how to advance from scholarship recipient to a licensed or certified health professional at an Indian health facility.



Maintaining Your Eligibility

Within this section, you will find detailed information about the academic and reporting requirements associated with an IHS scholarship. You are required to maintain a respectable academic record and also provide documentation that proves you achieved the objective of your degree program and fulfilled the courses you identified when you first applied for a scholarship.

IHS Scholarship Program

Academic performance is a critical element of the IHS Scholarship Program. In order to maintain your eligibility, you will need a solid academic track record and a commitment to maintain your studies. You can use this section to guide you through the classroom requirements and get an idea of the goals and guidelines required for a successful academic portfolio.

Preparatory and Pre-Graduate Scholarships

Preparatory and Pre-Graduate scholarship recipients must meet the following academic requirements to maintain eligibility:

» Be in good academic standing with a minimum GPA of 2.0.

» Be enrolled as a full-time or part-time student for each academic term, per school degree program policies.

» Maintain your enrollment status throughout the current academic year.

» Maintain the required hours to meet the graduation or completion of training date as agreed to in your application.

Health Professions Scholarship

Health Professions scholarship recipients must meet the following academic requirements to maintain eligibility:

» Be in good academic standing according to the school's degree program policies.

» Be enrolled as a full-time or part-time student for each academic term, per school degree program policies.

» Maintain your enrollment status throughout the academic year.

» Submit a letter from the institution's program director verifying your full- or part-time status.

» Maintain the required hours to meet the graduation or completion of training date as agreed to in your application.

CHANGE IN ENROLLMENT STATUS

You are required to maintain your enrollment status as a full-time or part-time student throughout the current academic year. You must inform your **Program Analyst** immediately if you experience academic or personal issues that would result in the need to decrease your course load. Refer to **Reporting Requirements** for a detailed explanation of the forms needed to alert the program of academic or personal matters that could affect your academic status.

Example: A Health Professions scholarship recipient is enrolled as a full-time student in a Pharmacy degree program. He elects to withdraw from a class(es), which results in a change in his enrollment status to a part-time student. This change causes the recipient to have to delay graduation and, ultimately, delay the start of his service commitment, which could jeopardize his scholarship funding.

Academic success is the first step in maintaining your scholarship eligibility. An equally important and often overlooked aspect of the program is to keep track of the reporting requirements necessary to ensure you keep your scholarship support. This section details the required documentation you must provide throughout the academic year, as well as other documentation that may be needed to update the program on academic and/or personal matters.

In-school Checklist

Required Documentation

- ☐ Recipient's Initial Program Progress Report (IHS-856-8)
  Due: Within 30 days of the beginning of each academic term.
- ☐ Your official transcript.
  Due: Within 30 days from the end of each academic term.

Additional Forms

- ☐ Notification of Academic Problem (IHS-856-9)
  Due: Immediately upon identifying that you are experiencing academic trouble, which could result in a reduction of credit hours or a withdrawal/dismissal from school.
- ☐ Change of Status (IHS-856-10)
  Due: Immediately upon deciding to transfer, seek dual enrollment or request a leave of absence or submitted with your continuation application if you are updating your status at that time.
- ☐ Lost Stipend Payment (IHS-856-19)
  Due: After the seventh day of the subsequent month from the month missed (for example, December 7, if your stipend was not deposited in November).
- ☐ Summer School Request (IHS-856-21)
  Due: April 22 of the current academic year.
- ☐ Change of Name or Address (IHS-856-22)
  Due: Immediately upon change of name or address.
- ☐ Request for Credit Validation (IHS-856-23)
  Due: Immediately to permit the release of pertinent information from your file to those with whom you have applied for credit (for example, credit card company, bank, department store, property manager, etc.).

GOOD TO KNOW

All reporting documentation must be sent to the IHS Scholarship Program office for processing. You can either email your forms to scholarship@ihs.gov or mail to:

Indian Health Service
Scholarship Program
5600 Fishers Lane
Mail Stop: OHR (11E53A)
Rockville, MD 20857

Required Documentation

You are required to provide two pieces of documentation every academic term to verify your academic progress. You must submit this documentation, as described below, to maintain your scholarship eligibility and continue to receive financial aid.

Recipient's Initial Program Progress Report

You must submit a Recipient's Initial Program Progress Report (IHS-856-8) form within 30 days of the beginning of every academic term. Your school advisor or the registrar's office must sign this form to verify that your enrollment status matches the enrollment status you identified when submitting your scholarship application and then accepting your award.

Official Transcripts

You must submit an official transcript within 30 days of the end of every academic term. Official transcripts can be sent via mail or the secure electronic transcript service your school uses. Schools must send electronic transcripts to scholarship@ihs.gov.

If you choose to mail your official transcripts, they must arrive in a sealed envelope with the institutional seal and/or the signature of the registrar. Do not remove them from your institution's original mailing envelope. Transcripts that appear to have been handled and/or altered in any way are not accepted.

If an official transcript cannot be made available within 30 days of the end of the academic term, an official grade report signed by your instructors and your advisor will be accepted. You are required to provide an official transcript once it is made available by your college/university.

GOOD TO KNOW

If an official transcript cannot be made available within 30 days of the end of the academic term, an official grade report signed by your instructors and your advisor will be accepted. You are required to provide an official transcript once it is made available by your college/university.

Your financial aid will be suspended if official transcripts or other approved documentation are not submitted within 30 days.

Additional Documentation

The following forms are not required for submission every academic term, but they must be used should you encounter academic trouble, transfer schools or seek dual enrollment, require a change in your documented graduation date, request a leave of absence from the program, change your name or require the program to validate your credit.

Notification of Academic Problem

You must submit a Notification of Academic Problem (IHS-856-9) form if you experience an academic problem that could affect your enrollment status.

Examples of situations when you should use this form include:

- Reduction in credit hours.
- Cancelled course.
- Academic probation.
- Withdrawal from school.
- Dismissal from school.

GOOD TO KNOW

Under no circumstances should you withdraw from a course(s) without notifying your Program Analyst. You could jeopardize your financial aid if you make a decision that affects your enrollment status or graduation date without prior approval from the program.

You will be required to submit additional mid-semester documentation if you are placed on academic probation by your college/university. You must continue to submit this documentation showing that you are in good academic standing until you are removed from academic probation.

If you withdraw or are dismissed from school, you will be in breach of your agreement/contract and liable for repayment of all financial aid. Preparatory and Pre-Graduate scholarship recipients are liable only for the repayment of financial aid received after withdrawing or being dismissed from school. Health Professions Scholarship recipients are liable for all financial aid received per program breach of contract policies. See the Breach of Contract and Default section of the handbook for more information.

GOOD TO KNOW

Transferring schools without prior approval from the IHS Scholarship Program will result in termination from the program. Health Professions scholarship recipients will be in breach of contract and placed in default.

Change of Status

You must submit a Change of Status (IHS-856-10) form if you are requesting approval for a:

» School transfer or dual enrollment.

» Change in graduation date.

» Leave of absence (LOA) from the program.

The following information provides additional explanation for each of these situations.

Transfer/Dual Enrollment Request

The IHS Scholarship Program requires immediate notification (no later than 60 days) prior to the time of transfer or dual enrollment at a new school.

This request is not available to scholarship recipients in their first year receiving financial aid.

Valid Reasons

The IHS Scholarship Program will only approve a transfer/dual enrollment request during the current academic year for three reasons:

1. You are transferring to a school with an accredited program in your chosen health profession.
2. You are seeking dual enrollment at a school that offers course(s) required for your health profession degree program or to complete preparatory or pre-graduate requirements.
3. You are experiencing a personal and/or family hardship. Each case is considered on an individual basis.

Additional Documentation

You must submit the following documentation, in addition to the Change of Status (IHS-856-10) form, in support of your transfer/dual enrollment request.

» A letter from the school where you are transferring/seeking dual enrollment that:

- Verifies your acceptance into an accredited program associated with your scholarship.
- Details your curriculum.
- Lists the hours and courses earned at the previous school that the new school will accept.

» Two Faculty/Advisor Evaluation (IHS-856-24) forms — You must submit two evaluation forms, completed by faculty members or advisors at your school, if you are transferring during the current academic year. A transfer that will occur during the next academic year must be documented as part of your scholarship extension application.

The scholarship branch office will notify you of its decision within 10 business days of receipt of your request.

Change in Graduation Date

The program requires immediate notification if you anticipate a change in your graduation date. You must also submit documentation, signed by a school official, supporting this change.

The IHS Scholarship Program determines all requests on a case-by-case basis. If your request is denied, the program will discontinue your financial aid, grant you a leave of absence or find you in breach of your contract and place you in default.

Change in Degree Program

Immediately notify your Program Analyst of a change in degree programs. Preparatory and Pre-Graduate scholarship recipients will be required to apply as new applicants and compete against all other applicants if they choose to remain within the program. Health Professions students must get approval prior to leaving their current program.

All requests made by Health Professions scholarship recipients are considered on a case-by-case basis and, if denied, those recipients must complete their current program or they will be in breach of their contract and placed in default.

Leave of Absence

The program considers leave of absence requests on a case-by-case basis. A leave of absence may be taken from school or from the program, even if you are still in school. First-year recipients are not eligible. If you require a leave of absence during your first year as a recipient, the program requires you to pay back the financial aid provided to you and to reapply and compete against new applicants if you want to re-enter the program.

LEAVE OF ABSENCE REQUESTS

The program will approve a leave of absence for one of three reasons:

- Poor performance on required courses.
- Medical or family issues.
- You were not accepted into your desired degree program when transitioning from a Preparatory/Pre-Graduate scholarship to a Health Professions scholarship.

The program will not approve a leave of absence for:

- Voluntary withdrawal from school without prior approval from the IHS Scholarship Program office.
- Involuntary removal from school (suspension or removal from a professional school or academic program).
- Requests for time away from a normal degree track or a delayed graduation date to complete:
  - A joint degree program (for example, an MD/MPH and PharmD/MBA).
  - Additional majors or minors.

Approved Leave of Absence Requests

The IHS Scholarship Program will discontinue all financial aid during the approved period of your leave of absence. You will remain in the active-non-pay status as long as you fulfill your scholarship recipient reporting requirements while on leave of absence, which includes submitting a Recipient's Initial Program Progress Report form and official transcripts during each academic term.

Current policy limits a leave of absence to a maximum of two consecutive years, with annual requests required for continued approval.

Name Change

Legal documentation (for example, a marriage certificate) must accompany a Change of Name or Address (IHS-856-22) form before the IHS Scholarship Program will update your profile.

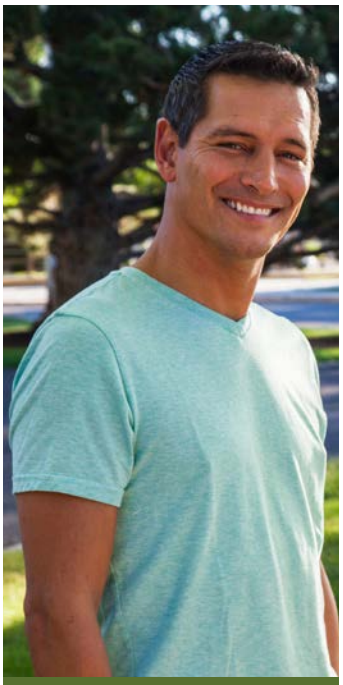
Mailing Address

You are required to have an official mailing address for all IHS Scholarship Program correspondence during the length of your scholarship award. A change in your mailing address may cause a delay or loss of correspondence. Address changes received after the tenth day of each month will not take effect until the following month. Previous scholarship recipients have encountered delays of up to eight weeks in receiving their correspondence when changing their address and failing to notify the IHS Scholarship Program.

Note: If you change your email address, please notify your Program Analyst through email — there is no official documentation required.

Request for Credit Validation

You are required to submit a Request for Credit Validation (IHS-856-23) form to permit the release of pertinent information from your file to those with whom you have applied for credit (for example, credit card company, bank, department store, property manager, etc.).



Required Documentation

As you near the end of your journey as an IHS scholarship recipient, you will need to submit final documentation confirming your graduation and provide proof of licensure and/or board certification, if applicable. These final steps will ensure you are prepared for the next stage of your professional career, whether it's moving on to post-graduate clinical training or beginning your Indian health career.

All graduating recipients are required to submit the following documentation during and after their final term of school:

Notice of Impending Graduation (IHS-856-13)

You must send a Notice of Impending Graduation (IHS-856-13) form at the beginning of your final academic term.

Other Documentation

You must submit the following documentation after graduation:

» A copy of your diploma.

» An official transcript documenting the degree awarded.

» A copy of your license or board certification, if applicable.

Pre-Training and Pre-Employment Documentation

Please review the Service Commitment Handbook for more information about post-graduate clinical training, job search requirements and your service commitment as you prepare for the next stage of your Indian health career.

IHS Scholarship Program Contract

Health Professions scholarship recipients enter into a contractual agreement with the Indian Health Service when accepting an IHS scholarship. Your IHS Scholarship Program Contract (IHS-818) states that the Indian Health Service will provide you financial support to pursue and obtain a health profession degree in exchange for a commitment to serve a Native community as a health professional at an approved Indian health facility. If you are unable to fulfill this agreement and are considered to be in breach of your contract, IHS will refer your debt to the Program Support Center (PSC) to pursue debt collection in order to recoup the financial commitment provided in support of your education.

Failure to Complete Academic Training

You will be liable to the US government for repayment of all Health Professions scholarship financial aid, plus interest, paid to you and to your school on your behalf if you are dismissed from school for academic or disciplinary reasons or voluntarily withdraw from the program before graduating. Payment must be made within three years from the date of the breach of contract or such longer period as specified by the HHS Secretary.

Failure to Begin or Complete Your Service Commitment

You will be liable to the US government for repayment of all Health Professions scholarship financial aid, plus interest, paid to you and to your school on your behalf if you fail to begin or complete your service commitment. Payment must be made within one year from the date of the breach of contract or such longer period as specified by the HHS Secretary. Penalties and interest are calculated based on the default formula below.

Default Formula

You are liable to repay three times the amount of all scholarship funding and benefits paid to you and to your school on your behalf, plus interest, as determined by the formula:

$$A = 3Z([t-s]/t)$$

in which:

A is the amount the United States is entitled to recover.

Z is the sum of the amounts paid to or on behalf of the applicant and the interest on such amounts that would be payable, if at the time the amounts were paid, they were loans bearing interest at the maximum legal prevailing rate as determined by the Treasurer of the United States.

t is the total number of months in the applicant's service commitment period.

s is the number of months of the service commitment period the participant served.

The amount the United States is entitled to recover must be paid **within one year** of the date on which the applicant failed to begin or complete his or her service commitment or failed to meet the terms and conditions of deferment or a longer period beginning on a date specified by the HHS Secretary.

Liability — Sample Calculation

A scholarship recipient received four years of support with tuition, fees and books at $30,000 per year and a stipend of $18,000 per year. The recipient completed his education but failed to begin fulfilling his service commitment.

$$A = 3Z([t-s]/t)$$

Z = (4 x 48,000); [**t** = 48; **s** = 0]

A = 3(4 x 48,000)([48-0]/48)

A = 3(192,000)(1)

Amount Owed = $576,000 (plus 10 percent interest per year*)

* *Interest rate used is maximum prevailing interest rate as determined by the US Treasurer. This example uses 10 percent. Interest is compounded based on federal regulations.*

Scholarship Extension Application

While immersed in your studies, you must remember to annually apply for an extension of your scholarship until you complete your education. Depending on your academic status, it's a process that should not take more than 30 minutes of your time, yet it's crucial that you set aside that time in order to maintain your status as a scholarship recipient. This section details the steps required to extend your scholarship support. Your Program Analyst can help you with any additional questions you may have regarding the application.

IHS Scholarship Program

APPLICATION DEADLINE

Meeting the February 28 deadline — or ensuring that those who submit materials for you meet it — is your responsibility. The scholarship office will not grant an extension to those whose materials arrive electronically or are postmarked after the deadline.

Submitting Your Application

The IHS scholarship extension application is designed to allow you to update your status as a scholarship recipient, confirm your contact information, update your school information, if needed, and submit your application/status update to the program for review. You are also required to submit the supporting documentation identified on your Application Checklist, which you should print upon submission of your online application.

The online application and any required supporting documentation must be completed and sent electronically or postmarked by the US Postal Service no later than February 28, whether they are sent by you, your advisor or your school. If you submit materials via a commercial carrier such as FedEx or UPS, a legible, dated receipt is accepted as proof of timely mailing instead of a postmark. The IHS Scholarship Program office will not accept private metered postmarks.

All supporting documentation that you send via mail or commercial carrier must be sent to the following address:

Indian Health Service
Scholarship Program
5600 Fishers Lane
Mail Stop: OHR (11E53A)
Rockville, MD 20857

Advancing to a Health Professions Degree Program

Preparatory and Pre-Graduate scholarship recipients who have completed their preparatory course work or received a degree and would like to continue in the program as a Health Professions scholarship recipient can apply for a scholarship extension in a health professions degree program directly related to the undergraduate course work or degree program they completed (for example, Pre-Medicine to Medicine or Pre-Nursing to Nursing). Remember, only members of federally recognized Tribes or Alaska Villages are eligible to receive a Health Professions scholarship.

See the **IHS Scholarship Comparison Chart** for a list of eligible degree programs.

Change in Degree Program

Preparatory and Pre-Graduate scholarship recipients who elect to change their degree program within their current scholarship (for example, Pre-Dietetics to Pre-Nursing) or when advancing to a Health Profession scholarship (for example, Pre-Medicine to Physical Therapy) must apply as a new applicant and compete against other applicants seeking a scholarship in that program.

Health Professions scholarship recipients may not change their degree program (for example, from Pharmacy to Medicine) without prior approval from the Director, Division of Health Professions Support (DHPS). You must contact your Program Analyst to request such a change and discuss how it will affect your status as an IHS scholarship recipient. Please allow adequate time to process your request.

If you receive approval, the program office will need to update your recipient profile with your new degree program to allow you to submit your extension application. The online application system will not allow you to make the change yourself.

Supporting Documentation

In addition to your online application, you will need to submit one copy of the supporting documents listed on your Application Checklist. This documentation must also include official transcripts if they have not already been submitted as part of your academic reporting requirements. The program recommends that you make an additional copy to keep for your records.

All Extension Applications

The following document must be submitted by all extension applicants:

» Letter of Good Academic Standing: This letter must be written by your advisor or school registrar, stating that you are in good standing based on your school's policies and are on track to graduate on schedule.

Advancing to a Health Professions Scholarship, Transfer or Dual Enrollment

If you are applying for a scholarship extension while advancing from a Preparatory or Pre-Graduate Scholarship to a Health Professions scholarship, transferring schools or seeking dual enrollment, you must also include the following documents:

» **Letter of Acceptance/Proof of Application:** You are required to provide documentation that you have applied to or have been accepted into a health professions degree program. The school may have provided this documentation as an email or letter.

» **Curriculum for Major:** This document can be found in your degree program catalog and provides an outline of the courses required for your major from your first year through graduation.

Other Documentation

Official Transcripts

You must provide an official transcript as part of your application packet if you have not submitted one within 30 days of the completion of your most recent academic term. Official transcripts can be sent via mail or the secure electronic transcript service your school uses. Schools must send electronic transcripts to scholarship@ihs.gov.

If you choose to mail your official transcripts, they must arrive in a sealed envelope with the institutional seal and/or the signature of the registrar. Do not remove them from your institution's original mailing envelope. Transcripts that appear to have been handled and/or altered in any way are not accepted.

Curriculum for Major

You must provide a Curriculum for Major if you experience a change in your curriculum that differs from the curriculum you submitted when you first applied. This change could be a result of a change in minor, a school-initiated change in degree program requirements, etc. This document can be found in your degree program catalog and provides an outline of the courses required for your major from first year through graduation.

Contact your Program Analyst if you have additional questions.

The information you provide on your application and supporting documentation might be investigated and any willful misrepresentation will be cause to reject your application for an IHS scholarship award. If a scholarship has been awarded, willful misrepresentation will make you liable for repayment of awarded funds. False statements may be punished as a felony under US code, Title 18, Section 1001.

GOOD TO KNOW

Extensions are not guaranteed. You must apply and be recommended for an extension by the Director, Division of Health Professions Support (DHPS) based on your academic record, capability of graduating, ability to gain admission to a health professions degree program, complete licensure/board certification and begin practice as of your documented graduation date.

Apply Now

All recipients, including those who are graduating, must update their scholarship status via the online application. You can access the application from the Apply Now — Scholarship Extensions page of the program website.

We have updated the online application to include:

» Course Curriculum Verification (CCV) form.

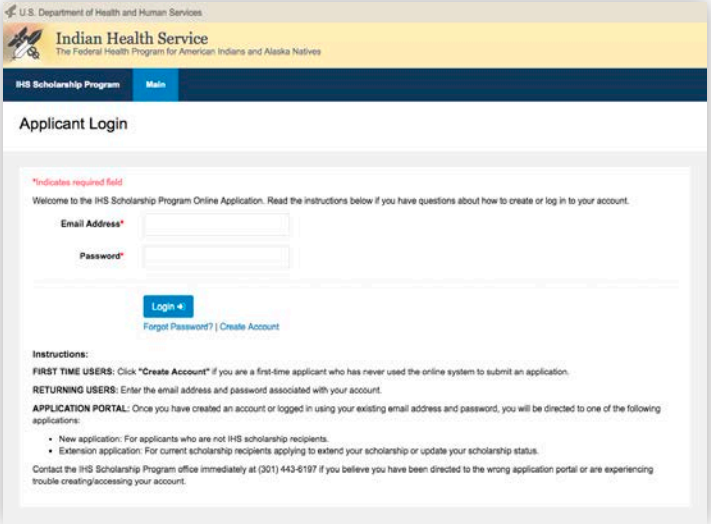
» Delinquent Federal Debt form.

These are required components of the application and can be completed online. Digital versions of the forms are available on the Resources — Applicant Forms page of the program website, if needed. You should use a digital copy of either of these forms if your advisor experiences trouble submitting verification of your CCV via the online system or if you need to inform the program of delinquent federal debt that you did not include when submitting your online application.

Applicant Login

As a returning user of the online application system, you will need to enter the email address and password you used when you last successfully logged in to access the application portal.

Use the Forgot Password link to reset your password or contact your Program Analyst if you cannot remember the email address associated with your account.



Scholarship Status

The Scholarship Status page allows you to update your status for the upcoming year, depending on the scholarship you currently receive. It includes:

» Requesting an extension of your existing scholarship support.

» Advancing to a Health Professions scholarship degree program.

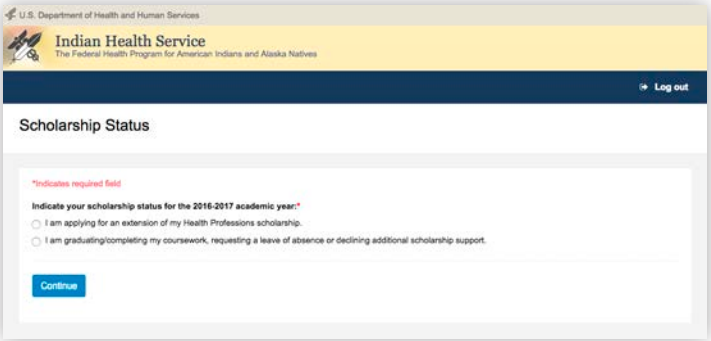
» Requesting a leave of absence.

» Declining additional scholarship support for these reasons:

- Graduating
- Declining funding.
- Not continuing from a Preparatory/Pre-Graduate scholarship to a Health Professions scholarship.

If you select "Requesting an extension of your existing scholarship" or "Advancing to a Health Professions scholarship degree program," you'll be directed to the Instructions page to confirm that you understand what's required of you to submit a complete an eligible application and supporting documents. You'll then move to the application, where you can update your contact information, school information and graduation date (if necessary), identify Faculty/Advisor evaluators (if needed) and submit your application.

If you are requesting a leave of absence, declining additional scholarship support or graduating at the end of the current academic year, you will be asked to provide additional information regarding your status and confirm that you understand how this change in status will affect your standing as a scholarship recipient.

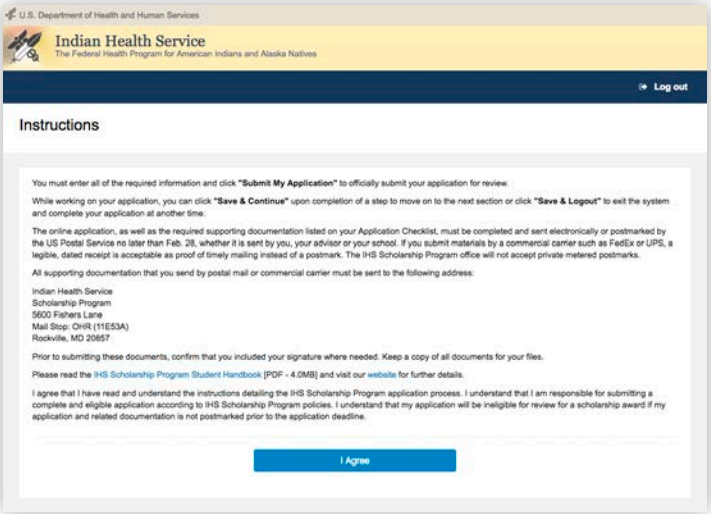


DECLINING ADDITIONAL SCHOLARSHIP SUPPORT

Health Professions scholarship recipients who decline additional scholarship support must continue to submit a Recipient's Initial Program Progress Report (IHS-856-8) and an official transcript each academic term, per program policies, as well as any other forms notifying the program office of academic/personal issues, change of address, etc. You must continue to submit these forms until you graduate from your degree program and begin to fulfill your service commitment. You will be found in breach of your contract and placed in default if you fail to fulfill all recipient and contractual commitments.

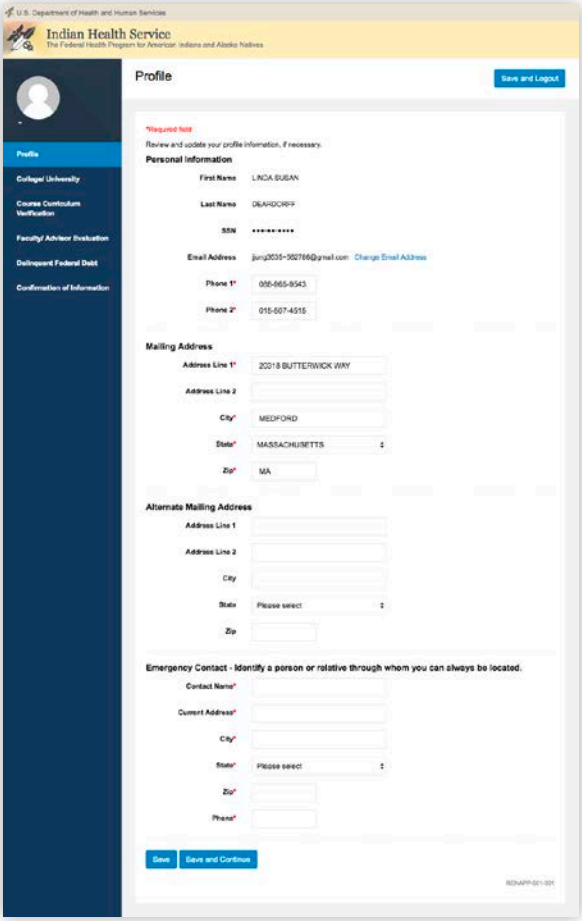
Instructions

The instructions page requires verification that you understand the application process, documentation requirements and are aware of the application deadline in order to proceed with the application.



Profile

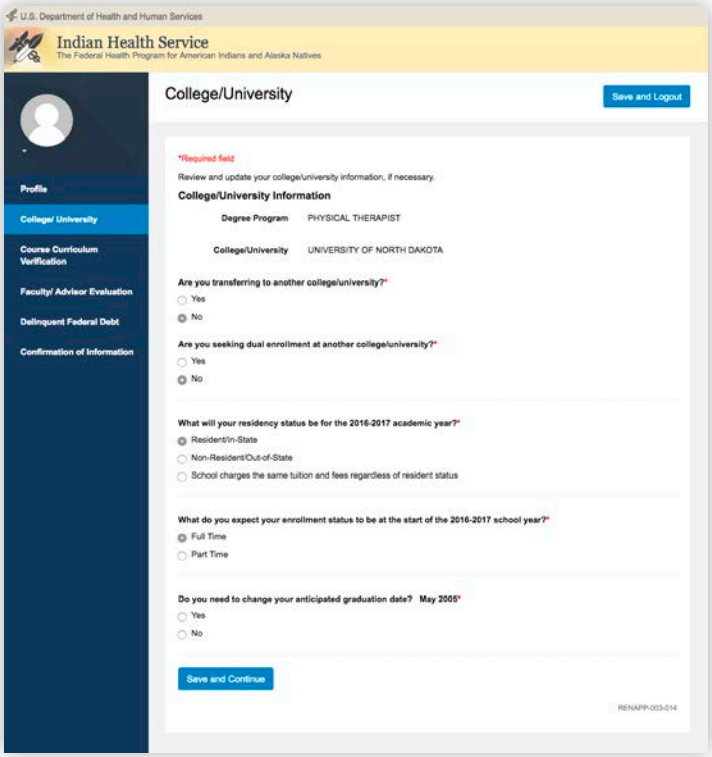
Your profile will be pre-populated with your personal information. Please update your information as needed, including your email address.



College/University

Extending Your Existing Scholarship

If you indicated on the Scholarship Status page that you are requesting an extension of your existing scholarship, your current college or university will be pre-populated, along with your current enrollment status and projected graduation date. However, if you are planning to change your enrollment status, transfer to another school, begin dual enrollment status or change your date of graduation, you must note it here, because it will affect the supporting documentation required for submission.



GOOD TO KNOW

If you are advancing from a Preparatory or Pre-Graduate scholarship degree program to a Health Professions scholarship degree program, a Curriculum for Major will be listed as a required supporting document on your Application Checklist. This document can be found in your school's degree program catalog and provides an outline of the courses required for your major from your first year through graduation.

Advancing to a Health Professions Degree Program

If you indicated on the Scholarship Status page that you are advancing from your Preparatory/ Pre-Graduate degree program to a corresponding Health Professions degree program, you will be required to provide or confirm the following information:

» Your enrollment status at the college/university that you plan to attend during the next academic year.
  - Accepted for enrollment.
  - Awaiting word on your application for enrollment.*

» Residency status.

» Your anticipated enrollment status (full-time or part-time enrollment).

Use the "Help?" link where indicated if you need further assistance.

** If you are currently applying to school(s) but have not been accepted for enrollment, you must enter information for the school that is your first choice to attend during the coming school year. All other schools to which you have applied should be listed in the last question of this step.*

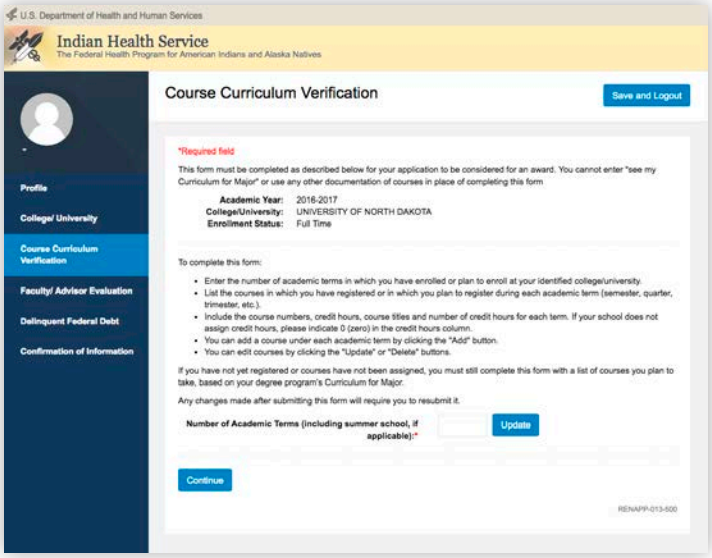
Course Curriculum Verification

This form must be completed as described below for your application to be considered for an award. You cannot substitute your Curriculum for Major or any other documentation of courses in place of completing this form.

You are required to list the courses in which you have enrolled or plan to enroll for every academic term (semester, quarter, trimester, etc.) during the upcoming school year. You must include the course number, course title and number of credit hours for each term. If your school does not assign credit hours, please indicate 0 (zero) in the credit hours column.

Even if you have not yet registered or courses have not been assigned, you must complete this form with a list of courses you plan to take, based on your degree program's Curriculum for Major. If you are awarded a scholarship, your list of projected courses will be compared against the Recipient's Initial Program Progress Report you will submit within 30 days of the beginning of each academic term to verify that you are taking the courses you need to graduate on time from your designated degree program.

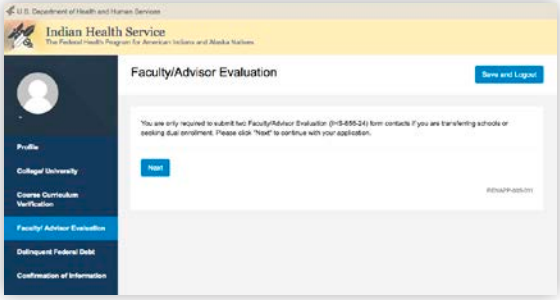
Enter your advisor's or counselor's name and email address to send a system-generated email requesting verification of your course work. The Area Scholarship Coordinator serving your home state or the state in which your college/university is located can serve as a proxy advisor if you are transferring to a new school, have been out of school for an extended period of time, are a freshman who was home-schooled or if you cannot get in contact with your advisor.



Faculty/Advisor Evaluations

Option 1: Evaluation Not Required

If you are continuing your degree program at your current college/university, you are not required to submit Faculty/Advisor Evaluations. Click "Next" to move on to Delinquent Federal Debt.



GOOD TO KNOW

The IHS Scholarship Program recommends that you contact your chosen evaluators to request permission to use them as references. Once you have received their permission, it is your responsibility to ensure that the evaluators you have selected have received and completed the online form by the deadline. If the form is not in their inbox, ask that they check their Junk or Spam folder.

Option 2: Evaluation Required

You are required to submit two Faculty/Advisor Evaluation (IHS-856-24) forms:

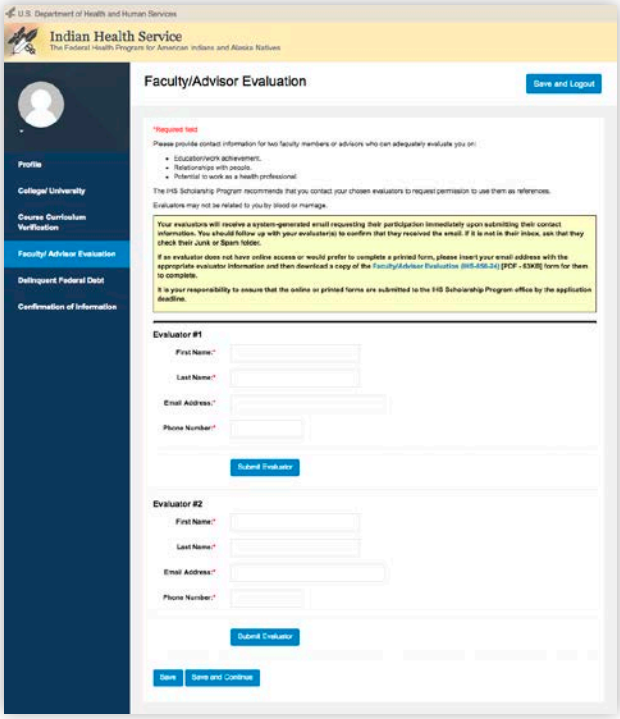
» If you indicated on the College/University page that you are transferring schools or seeking dual enrollment.

» If you are advancing from a Preparatory/Pre-Graduate scholarship degree program to a Health Professions scholarship degree program.

The online system will send an email to your identified evaluators with a link to the online evaluation form.

If you would like to change an evaluator prior to submitting your application, click "Change Evaluator" and enter your new evaluator's name, email address and phone number. The online system will email your current evaluator notifying him or her that he or she no longer needs to complete an evaluation. Your new evaluator will receive a system-generated email with a link to the evaluation form.

If you have already submitted your application, contact your Program Analyst to have your application unlocked and follow the steps above.



Delinquent Federal Debt

This step provides you the opportunity to identify any delinquent federal debt past due on your scheduled payments. Federal debt includes federal income taxes, guaranteed or direct student loans, FHA loans and other miscellaneous administrative debts. Delinquency is defined as being more than 31 days past due on a scheduled payment for direct and guaranteed loans. IHS does not consider deferred loans to be delinquent.

Answer "YES" or "NO" to the question: "Are you delinquent on the repayment of any federal debt(s)?"

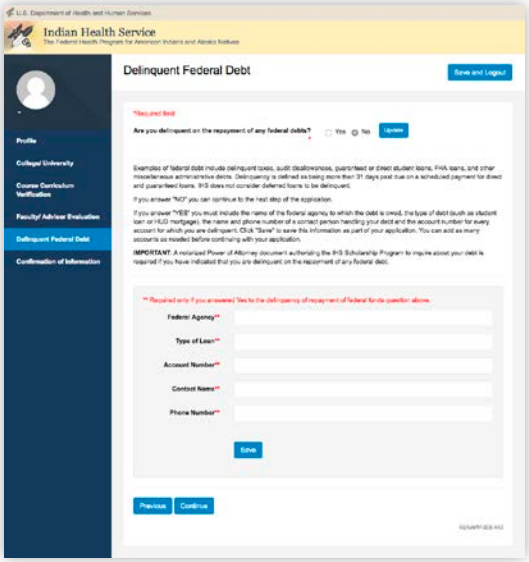
If you answer "NO," you can continue to the next step of the application.

If you answer "YES," stating that you are delinquent on the repayment of any federal debt, you must include the name of the federal agency to which you owe, the type of debt (such as student loan or HUD mortgage, for example), the name and phone number of a contact person handling your debt and the account number of every delinquent account. Click "Add Account" to document more than one.

Additionally, you are required to provide a notarized power of attorney document (in some cases, the federal agency may require you to use its own power of attorney document) authorizing the release of information to the IHS Division of Grants Management to inquire about your debt. IHS will not consider your extension application if you do not include this authorization. If you have any questions regarding the power of attorney, contact the IHS Division of Grants Management. Here is an example provided for your reference. This document must be submitted as part of your supporting documentation.

GOOD TO KNOW

If you have delinquent federal debt (for example, unpaid federal taxes, guaranteed or direct student loans, FHA loans, etc.), you are required to provide a notarized power of attorney document authorizing the release of information to the IHS Division of Grants Management to inquire about your debt. IHS will not consider your extension application if you do not include this authorization.



I, _____ of _____

do hereby authorize the IHS Division of Grants Operations _____

to inquire on my debt to the _____, for my benefit to remain eligible as

an IHS scholarship applicant.

This Power of Attorney is granted for a period of one year and shall become effective on _____

and shall terminate on _____.

Specified Date

Executed this _____ day of _____, 20____ at _____.
[day] [month]

_____ _____
[print name]

Notary Acknowledgement

State of _____; County of _____.

On this the _____ day of _____, 20____, before me _____,
[day] [month]

the undersigned officer, personally appeared _____,

known to me or proven satisfactorily to be the person whose name is subscribed to the within instrument,

and acknowledge that he or she executed the same for the purposes therein contained.

In witness whereof, I hereunto set my name and official seal.

_____
[signature of notary]

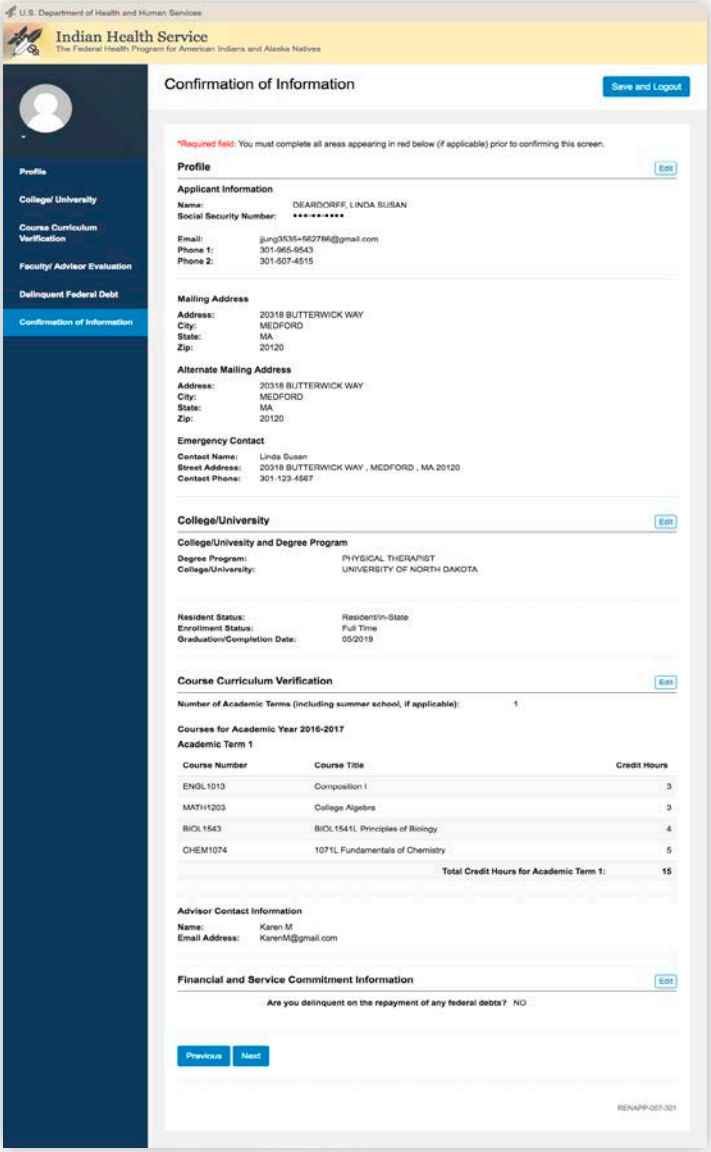
My Commission Expires:

[insert official seal]

SAMPLE

Confirmation of Information

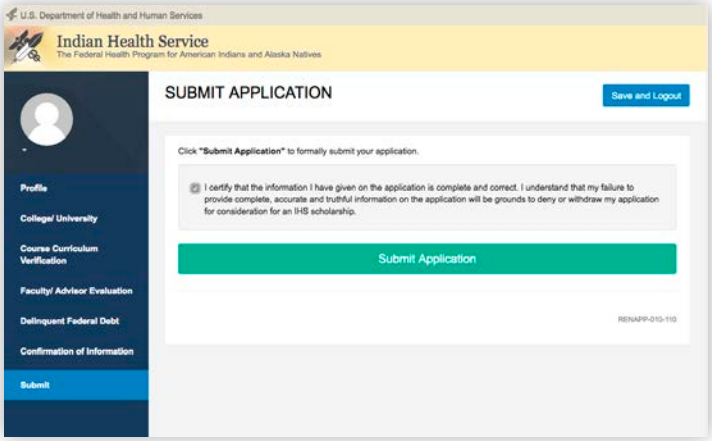
The Confirmation of Information pages provide you with an opportunity to ensure that all of your information is correct before submitting your application. Please review the information you have entered and, if correct, move on to Submit Application.



Submit Application

You must complete this step to officially submit your application through the online system. The system will ask you to confirm that you completed the application and that the information you provided is accurate. Your confirmation will also serve as your electronic signature.

If you need to make changes to your application prior to the February 28 deadline, please contact your Program Analyst to have your application unlocked. After making any changes, you will need to resubmit your application.



Next Steps

Once your application is submitted, the online system will prompt you to print a copy of the application and Application Checklist, as well as the system-generated confirmation page, to keep for your files. Use your Application Checklist for assistance with submitting all required supporting documentation related to your application.

Please note some changes have been made to the online application, required documentation and submission policies.

1. Only one copy of your supporting document(s) is required.
2. Original signatures in blue or black ink are not required. All documents requiring a signature must be signed, but the program will now accept scanned or faxed copies.
3. You do not need to include a copy of your Application or Application Checklist as part of your supporting documents.
4. The Course Curriculum Verification (CCV) form is now part of the online application. A digital version of this form is only needed if your advisor is not able to verify and submit the form via the online system.
5. The Delinquent Federal Debt form is now part of the online application. A digital version of this form is also available if you need to notify the program of any delinquent federal debt that you did not identify before submitting your application.

Letter of Good Academic Standing

All applicants applying for an extension of their scholarship support must submit a Letter of Good Academic Standing written by their advisor or school registrar.

Letter of Acceptance/Proof of Application

If you are advancing from a Preparatory or Pre-Graduate scholarship degree program to a Health Professions scholarship degree program, transferring schools or seeking dual enrollment for the next academic year, you must also submit either a letter of acceptance or proof of application in support of your extension application.

GOOD TO KNOW

If you are advancing from a Preparatory or Pre-Graduate scholarship to a Health Professions scholarship degree program, transferring to a new school or seeking dual enrollment at a second school you must submit either a letter of acceptance or proof of application, depending on your status, from your top school of choice.

If you have applied to more than one school and are waiting notification of acceptance, you must include proof of application from your first school of choice stating that your application for admission has been received. The email or letter must include the date by which you will be notified of formal acceptance. You must submit your official letter of acceptance no later than May 31. Later dates of acceptance will be considered on a case-by-case basis if there is documentation from the school to this effect.

Preparatory and Pre-Graduate Scholarship Applicants: A general school acceptance letter will satisfy this requirement.

Health Professions Scholarship Applicants: You are required to submit the most current letter of acceptance that you have received documenting your acceptance into the same health profession degree program. A letter of general admission to your college/university is not acceptable.

Preparatory and Pre-Graduate Scholarship Letter of Acceptance is for example purposes only.

ARIZONA STATE UNIVERSITY

January 11, 2015 ASU ID: 982517324

Dear (Student Name),

It is my pleasure to inform you that you have been admitted to Arizona State University, an academic community nationally recognized for innovative programs, distinguished faculty, and an outstanding campus environment. I commend you for selecting ASU as your pathway to success and welcome you to the university community.

Please review the enclosed information carefully as it contains your term of admission, entry level, college and major, conditions of admission, and a summary of any transfer credits granted. If you have questions about this information, you may call the Undergraduate Admissions Office at 479.961.7721.

Arizona State University is committed to providing you with all of the necessary resources to help you make the most of your college experience. Taking advantage of these resources and completeing all of the necessary steps before enrollment will enhance your ability to succeed.

Congratulations again on your admission to Arizona State University! I look forward to seeing you on campus.

Sincerely,

Dean
Arizona State University

UNDERGRADUATE ADMISSIONS
Tempe, AZ 85287-0112
www.asu.edu/admissions

SAMPLE

Health Professions Scholarship Letter of Acceptance is for example purposes only.

UNIVERSITY OF ARKANSAS

Eleanor Mann School of Nursing
College of Education and Health Professions

217 Ozark Hall
Fayetteville, Arkansas 72701
(479) 575-3904
(479) 575-3218 (FAX)

February 6, 2015

To whom it may concern,

(Student Name) is enrolled in the Eleanor Mann School of Nursing at the University of Arkansas. (Student Name) began her first semester in the program as of January, 2015. She will continue in the program for the fall semester.

Thank you,

Professor and Director
Eleanor Mann School of Nursing

The University of Arkansas is an equal opportunity/affirmative action institution.

SAMPLE

GOOD TO KNOW

The Faculty/Advisor Evaluation (IHS-856-24) form only applies to those recipients applying for a scholarship extension while advancing from a Preparatory/Pre-Graduate scholarship degree program to a Health Professions scholarship degree program, transferring schools or seeking dual enrollment.

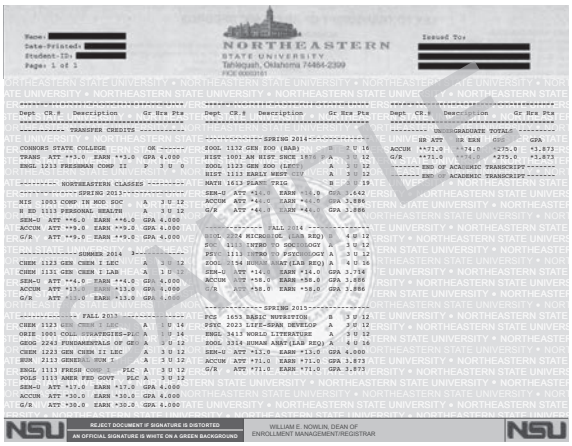
If your selected evaluators do not have email access or are unable to access the forms, you are required to submit two completed Faculty/Advisor Evaluation (IHS-856-24) forms with original signatures. A letter of recommendation without this form is not acceptable.

Official Transcripts

If you were unable to submit your official transcript within 30 days of the end of the academic term, you must submit your transcript as part of your application packet. Copies of official transcripts or electronically produced grade reports will not be accepted.

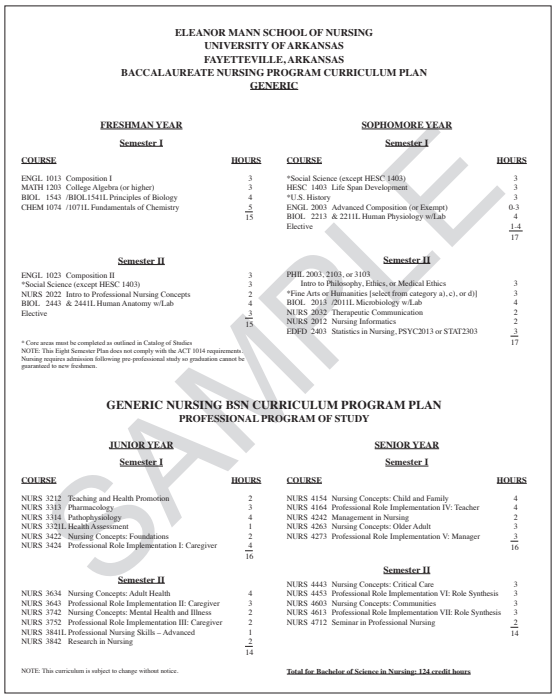
Official transcripts can be sent via mail or the secure electronic transcript service your school uses. Schools must send electronic transcript requests to scholarship@ihs.gov.

If you choose to mail your official transcripts, they must arrive in a sealed envelope with the institutional seal and/or the signature of the registrar. Do not remove them from your institution's original mailing envelope. Transcripts that appear to have been handled and/or altered in any way are not accepted.



Curriculum for Major

You will need to submit a copy of the course curriculum for your major if your curriculum has changed since submitting this documentation with your initial application for an IHS scholarship. Examples of changes include advancing from a Preparatory or Pre-Graduate scholarship degree program to a Health Professions scholarship degree program, a change in minor or a school-initiated change to your degree program requirements.



ELEANOR MANN SCHOOL OF NURSING
UNIVERSITY OF ARKANSAS
FAYETTEVILLE, ARKANSAS
BACCALAUREATE NURSING PROGRAM CURRICULUM PLAN
GENERIC

FRESHMAN YEAR

Semester I

COURSE	HOURS
ENGL 1013 Composition I	3
MATH 1203 College Algebra (or higher)	3
BIOL 1543 /BIOL1541L Principles of Biology	4
CHEM 1074 /1071L Fundamentals of Chemistry	5
	15

Semester II

ENGL 1023 Composition II	3
*Social Science (except HESC 1403)	3
NURS 2022 Intro to Professional Nursing Concepts	2
BIOL 2443 & 2441L Human Anatomy w/Lab	4
Elective	3
	15

SOPHOMORE YEAR

Semester I

COURSE	HOURS
*Social Science (except HESC 1403)	3
HESC 1403 Life Span Development	3
*U.S. History	3
ENGL 2003 Advanced Composition (or Exempt)	0-3
BIOL 2213 & 2211L Human Physiology w/Lab	4
Elective	1-4
	17

Semester II

PHIL 2003, 2103, or 3103 Intro to Philosophy, Ethics, or Medical Ethics	3
*Fine Arts or Humanities [select from category a), c), or d)]	3
BIOL 2013 /2011L Microbiology w/Lab	4
NURS 2032 Therapeutic Communication	2
NURS 2012 Nursing Informatics	2
EDFD 2403 Statistics in Nursing, PSYC2013 or STAT2303	3
	17

* Core areas must be completed as outlined in Catalog of Studies
NOTE: This Eight Semester Plan does not comply with the ACT 1014 requirements.
Nursing requires admission following pre-professional study so graduation cannot be guaranteed to new freshmen.

GENERIC NURSING BSN CURRICULUM PROGRAM PLAN
PROFESSIONAL PROGRAM OF STUDY

JUNIOR YEAR

Semester I

COURSE	HOURS
NURS 3212 Teaching and Health Promotion	2
NURS 3313 Pharmacology	3
NURS 3314 Pathophysiology	4
NURS 3321L Health Assessment	1
NURS 3422 Nursing Concepts: Foundations	2
NURS 3424 Professional Role Implementation I: Caregiver	4
	16

Semester II

NURS 3634 Nursing Concepts: Adult Health	4
NURS 3643 Professional Role Implementation II: Caregiver	3
NURS 3742 Nursing Concepts: Mental Health and Illness	2
NURS 3752 Professional Role Implementation III: Caregiver	2
NURS 3841L Professional Nursing Skills – Advanced	1
NURS 3842 Research in Nursing	2
	14

SENIOR YEAR

Semester I

COURSE	HOURS
NURS 4154 Nursing Concepts: Child and Family	4
NURS 4164 Professional Role Implementation IV: Teacher	4
NURS 4242 Management in Nursing	2
NURS 4263 Nursing Concepts: Older Adult	3
NURS 4273 Professional Role Implementation V: Manager	3
	16

Semester II

NURS 4443 Nursing Concepts: Critical Care	3
NURS 4453 Professional Role Implementation VI: Role Synthesis	3
NURS 4603 Nursing Concepts: Communities	3
NURS 4613 Professional Role Implementation VII: Role Synthesis	3
NURS 4712 Seminar in Professional Nursing	2
	14

NOTE: This curriculum is subject to change without notice.

Total for Bachelor of Science in Nursing: 124 credit hours

SAMPLE

Financial Aid

IHS Scholarship Program

Approved Courses and Fees

The IHS Scholarship Program pays for tuition and most required fees (calculated by the educational institution) directly applicable to your approved curriculum and scholarship requirements. Required fees include lab, health unit and parking permit fees. IHS will cover the cost of a basic parking permit required to park on campus. You will be responsible for additional costs if you upgrade your permit to allow for parking closer to your classes. See Educational Expenses section for information on other related costs (ORCs) that IHS will and will not cover.

You must submit a copy of your scholarship award letter to your school's business office and financial aid office once it is received from the Division of Grants Management. This letter officially notifies your school of your participation in the IHS Scholarship Program and includes invoice and payment instructions (allowing your school to bill IHS directly). You must notify the program office if your school requires third-party payers (such as the IHS Scholarship Program) to register with the school in order to be billed directly for tuition.

GOOD TO KNOW

Summer school is not included as part of your tuition and fees. Scholarship support for summer courses must be requested annually, no later than April 22.

Your scholarship award is dependent on your maintaining your approved course load and chosen degree program. Any substantial differences between your official transcripts and the Course Curriculum Verification form you submitted as part of your online application can result in the loss of your financial aid.

Summer school is not included as part of your tuition and fees. Scholarship support for summer courses must be requested annually, no later than April 22.

Unapproved Courses

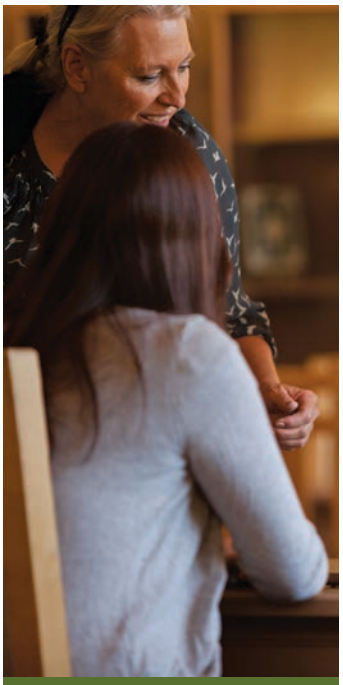
Academic work not required for your approved degree program is not covered under your financial aid package. This includes:

- Dual degree (for example, a Master of Public Health in addition to the degree in your health profession or a second major in a degree track unrelated to the core health curriculum, such as business administration).
- Courses that must be repeated due to poor academic performance. IHS will assist with paying for these courses only if they are taken during summer school.
- Courses unrelated to your approved degree program.
- Audit courses.

Changes to Course Schedule

As part of the application process, you submitted a Course Curriculum Verification (IHS-856-6) form and your curriculum for major (if applicable) detailing the courses you will take for your chosen major in the coming academic year, as well as those required to obtain your degree. The program uses this information to determine whether you are following your required curriculum and verifies that you are on pace to graduate on time.

If unavoidable changes should occur (the school makes changes to the curriculum or classes or the classes are filled or cancelled), you are required to submit a Notification of Academic Problem (IHS-856-9) form to your Program Analyst immediately documenting the changes that have occurred. Your Program Analyst will work with you to determine the best course of action to take and how the changes will affect your financial aid.



Summer School

All scholarship recipients are eligible to receive financial aid for summer school per program policies. You are required to submit the following documentation by the April 22 deadline for review and approval of your request.

- Summer School Request (IHS-856-21) form completed and signed by your school advisor.
- Documentation of summer school tuition and fees.
- Confirmation that your degree program requires your summer school course(s).
- Written notification if the summer school course(s) is required to make up a failed required course(s).

IHS will not approve summer school requests to take optional courses unrelated to your degree program. IHS will distribute a new award letter notifying you of the program's approval of your summer school request. You must submit your award letter to your school's business and financial aid offices, authorizing the school to bill IHS for summer school tuition and required fees.

Preparatory and Pre-Graduate Scholarship Recipients

The IHS Scholarship Program will pay up to $700 for full-time students or $350 for part-time students for summer school tuition and fees as billed by your school. You may enroll in as many credit hours as you choose, but you must pay additional costs beyond the amount the program provides. The program will not cover additional funds for books or other miscellaneous expenses.

Health Professions Scholarship Recipients

The IHS Scholarship Program will cover summer school tuition and required fees, per program policies. No additional funds are available for books or other miscellaneous expenses.

Required Documentation

You are required to submit an official transcript to the IHS Scholarship Program office upon completion of your courses. Please ensure these are ordered early to guarantee prompt delivery once the summer term is completed.

GOOD TO KNOW

Health Professions scholarship recipients scheduled to graduate prior to May will receive two additional stipend payments after graduation to assist with their transition to a career as an Indian health professional. Preparatory and Pre-Graduate scholarship recipient stipend payments end with the May payment or the month of graduation/completion of required courses.

Monthly Stipend

You will receive a monthly stipend via direct deposit at the end of each month to assist with your education and living expenses. The amount of your stipend will be documented in your scholarship award letter. Preparatory and Pre-Graduate scholarship recipients will receive funding for a 10-month period (August 1 – May 31). All stipend payments end with the May payment or the month of graduation/completion of required courses. Health Professions scholarship recipients will receive funding for a 12-month period (August 1 – July 31). Those who graduate prior to May will receive two additional months of stipend payments to assist with the transition from student to health professional.

You must submit a new Direct Deposit Sign-Up form (Standard Form 1199A) if your banking information has changed at any point during the academic year.

August Payment

You will receive an annual lump sum in your August payment labeled Other Related Costs (ORC) to cover books and travel, as well as other pre-approved educational expenses. The IHS Scholarship Program office suggests that you budget your ORC payment appropriately to cover your expected expenses over the course of the academic year. IHS will not approve requests for additional funds unless you provide documentation showing the ORC funding did not sufficiently cover approved education expenses.

Lost Stipend Payment

Your stipend payments will be deposited into your account during the last three days of each month. Notify your Grants Scholarship Coordinator immediately if you have not received your stipend payment. You must also submit a Lost Stipend Payment (IHS-856-19) form after the seventh day of the month following the month that your payment was not received, so that the US Department of Treasury can be authorized to reissue payment. For example, if you do not receive your stipend at the end of November, you should submit this form no earlier than December 7.

Educational Expenses

Other Related Costs (Covered)

IHS will pay for the following items as part of your August payment:

» School-required books, laboratory expenses, dental/medical/optometric equipment and other miscellaneous educational expenses.

You will also receive a one time payment for:

» Tutorial services — IHS will include $400 (full time) or $200 (part time) to assist with tutorial services or licensure/board certification preparatory classes.

» Travel expenses — $300 to offset travel expenses to and from school for the year.

» Post office box rental — $35 to offset the expense for a post office box rental.

Other Related Costs (Not Covered)

IHS will not pay for the following items:

» School bookstore invoices — including non-required books and supplies.

» Dental/medical equipment rented from sources other than the school.

» Desktop or laptop computers (purchased, leased or rented).

» Health insurance — The educational institution will accept documentation from your Tribe or IHS facility that you are eligible for health care and/or contract health care through an Indian health program. If you find that the location of Indian health care services is inconvenient, you will be responsible for a separate health insurance policy (group or individual) while in school.

» Other types of insurance — Disability, Needlestick, etc.

» Additional travel expenses incurred over the $300 allowed.

» Certification and licensure examination fees.

» Membership dues for student societies, associations and similar expenses.

» Uniforms (for example, military uniforms, school-required scrubs).

» School terms prior to the scholarship award period.

» Credit card debt.

» Parking fines.

The IHS Scholarship Program will not pay bank-imposed penalties for returned checks. Confirm that you have received your stipend before incurring any costs that you cannot cover.

Tutorial Assistance

IHS would like to ensure that you are getting the maximum benefit from your education. We encourage you to use tutorial services to improve your grades (even if they are satisfactory) and/or to address weaknesses in other courses, such as in English or math, which may affect your overall academic performance. Financial assistance for tutorial services can also be used for licensure and certification examination preparatory courses, if the course is taken prior to completion of your degree.

Taxes

IHS scholarship stipends are subject to federal income tax and possibly state and local taxes. IHS withholds federal incomes taxes based on the details you provided on your Form W-4. Please contact the IRS or a tax professional to inquire about any other tax liabilities, specifically state and local taxes, associated with your financial aid package.

Form W-2

The IHS Scholarship Program will mail a Form W-2 no later than January 31. Please allow until mid-February for delivery before contacting the program office.

GOOD TO KNOW

Recipients of the American Indians into Nursing Program or the American Indians into Psychology Program may apply for an IHS scholarship, but recipients cannot participate in both programs at one time. Upon completion of your degree, your IHS Scholarship Program service commitment will take precedence over the service commitment associated with your nursing or psychology grant program.

Suspension of Financial Aid

Tuition and fee payments will be suspended for:

» The period of time that the IHS Scholarship Program has approved a recipient's leave of absence.

» Any repeat course work during the academic year.

Suspended tuition and fees, based on the approval of your leave of absence and available funds, will not resume until you have notified your Program Analyst that you are prepared to resume your participation in the program. In addition, you are required to submit the necessary supporting documentation from your school.

If repeat course work does not delay graduation, but is taken in addition to your normal full-time or part-time course load, the IHS Scholarship Program will pay tuition for only the non-repeated courses. This may affect your stipend payment. Please contact your Program Analyst with any questions regarding the suspension of your financial aid.

Your scholarship award could be rescinded if your enrollment status is affected by repeat course work.

Stipend payments will be suspended when:

» You receive approval for your leave of absence.

» You fail to submit your Recipient's Initial Program Progress Report (IHS-856-8) form within 30 days of the beginning of the academic term.

» You fail to submit your official transcripts within 30 days of the end of the academic term.

The IHS Scholarship Program office will not reinstate suspended stipends until the above-mentioned reports/transcripts are received. It will not issue payment until the next automated stipend cycle.

Extended delays in providing these required documents could result in the program rescinding your scholarship.

Potential Conflicts with Your IHS Scholarship

Multiple Scholarships, Grants and Fee Waivers

All scholarship recipients must report their IHS Scholarship Program award to both their school's business office and financial aid office in order to avoid unlawful duplication of federal funding. Your school must list any scholarship, grants and fee waivers that you have accepted from sources other than the IHS Scholarship Program on its invoicing. The IHS Scholarship Program will deduct other sources of financial aid from the school invoice charges for tuition and fees before approving final payment. (Student loans are not included in this policy since the student will repay the loans following his or her graduation.)

Your school may require you to sign a release form allowing IHS to receive information about other financial aid you receive. This form will need to be signed in order for IHS to confirm whether conflicts exist and allow for payment of tuition.

The IHS Scholarship Program recommends that you decline all other sources of outside funding so you can take advantage of your full IHS scholarship award.

Multiple Service Commitments

IHS scholarship recipients are not eligible to receive funding from a federal program with a service commitment, such as the National Health Service Corps (NHSC) Scholarship Program (Section 751 of the Public Health Service Act) or the HRSA NURSE Corps.

If you owe a service commitment for professional practice to a state or other entity under an agreement made before applying for an IHS scholarship, you are ineligible for an award unless the state or entity submits a written statement to the IHS Scholarship Program Branch Chief indicating that:

» There is no potential conflict in fulfilling your service commitment to both the state or entity and the IHS Scholarship Program.

» You will fulfill the IHS Scholarship Program service commitment before or concurrently (if applicable) with the service commitment for professional practice owed to the state or entity.

If you believe you have inadvertently received scholarship funding from two programs with potentially conflicting service commitments, contact your Program Analyst immediately.

Veterans Benefits

You may continue to receive education benefits from the US Department of Veteran Affairs (GI Bill) along with IHS scholarship funds since VA benefits were earned by prior active duty in a uniformed service.

IHS Extern Program

Health Professions scholarship recipients are encouraged to take part in the IHS Extern Program, an opportunity to gain practical, hands-on experience working alongside a team of health clinicians in Indian health facilities across the country. Not only does the program offer instructive experience, it can open doors for you to network and establish yourself for consideration for future Indian health positions. IHS externs live and work with the local community, gaining insight into the culture and traditions, while complementing the knowledge and skills they've gained in school.

IHS Scholarship Program

Eligibility to Apply

IHS externships are available to students who are:

» US citizens.

» Enrolled in a priority health profession degree program.

» In good academic standing: Undergraduate and graduate students with a GPA of 2.0 or above.

How to Apply

You must submit your externship application through USAJOBS. Users can create an account and search the database for IHS Extern Program Student Training (Series 0699) positions. You are required to upload the following documents as part of your application:

» Resume — You can create a resume in USAJOBS. This will allow employers to find you when searching for potential candidates to fill job openings.

» Extern Site Preference Request (IHS-856-17) form.

» Proof of immunity to measles and rubella — Applicants who are not immune and refuse the recommended vaccine can be reassigned or removed from the service.

» Documentation of enrollment in the coming fall term.

» Copy of your:

- School transcripts.
- Social Security card.
- Driver's license.

GOOD TO KNOW

You can be employed as an extern for 30 to 120 workdays per calendar year during non-academic periods. Health Professions scholarship recipients are entitled to an externship and receive priority placement.

Application Deadlines

Visit the Extern Program page of the IHS Scholarship Program website for summer and winter externship application deadlines.

Priorities for Selection

Funding for the IHS Extern Program is limited; IHS bases its selections on the needs of the Indian health system. Below is a priority listing of those eligible for the IHS Extern Program:

» Health Professions scholarship recipients.

» Health Professions students (non-recipients) who are American Indian or Alaska Native.

» Health Professions students (non-recipients) who are not American Indian or Alaska Native.

» Preparatory or Pre-Graduate scholarship recipients.

GOOD TO KNOW

Please stay in touch with your ASC and Extern Coordinator to verify all of your arrangements before traveling to the externship site.

Employment Options

The IHS Extern Program offers three paths for employment:

» Civil Service

» Direct Tribal hire

» Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP); a program of the US Public Health Service (USPHS) Commissioned Corps. USPHS requires a separate application in order for externs to serve as a commissioned officer. Visit the USPHS website for more information about the program and how to apply.

The Area Scholarship Coordinator (ASC) works with the Human Resources department at the Area offices to identify IHS Extern service sites. Extern applicants should contact the ASC serving their preferred Area to identify opportunities. Externs hired through either an IHS facility or Tribal or Urban Indian Program are paid as civil servants.

Salary

An extern's salary is based on experience and years of academic training that is comparable to industry standards. IHS waives the salary if the externship fulfills a required academic field placement or an internship, in which case it will pay the required tuition and fees (IHS scholarship students only).

Note: The personnel system you choose determines your salary. If you enter the civil service, your General Schedule (GS) grade level is based on the number of completed semester hours in your academic program according to Office of Personnel Management (OPM) rules and regulations. It is important that you identify the correct GS level when submitting your application to ensure your salary matches your experience. The personnel office will evaluate your application to ensure you have identified the correct GS level. All applications with an identified GS level higher than the equivalent number of credit hours completed will be rejected.

» GS-3: 30 semester hours/45 quarter hours.

» GS-4: 60 semester hours/90 quarter hours.

» GS-5: Bachelor's degree (120 semester hours/180 quarter hours).

» GS-7: First year of graduate school (18 semester hours of graduate education/27 quarter hours of graduate selection).

» GS-9: Completed master's degree or equivalent graduate degree; or two full years of progressively higher graduate education leading to such a degree; or LLB or JD if related to a health profession program.

Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP) candidates serve as an Ensign (O-1).

Travel

You must submit a Request for Extern Travel Reimbursement (IHS-856-18) form prior to travel to request reimbursement for one round trip to the externship site. IHS authorizes travel reimbursement based on federal travel and transportation allowance regulations. If a travel advance is required, contact your ASC and the IHS Area office, service unit or health clinic where you are assigned.

Do not, under any circumstances, travel without authorized travel orders.

Housing

You are responsible for finding your own housing. However, information may be available from the ASC serving the Area where your site is located or the local site. A minimal allowance is available for transportation of goods, but authorization is required on your travel orders.

Contact Information

This section describes key personnel involved with your scholarship award. The IHS Scholarship Program staff has an interest in your success and is ready to help.

IHS Scholarship Program

Branch Chief

The IHS Scholarship Program Branch Chief is responsible for the coordination of the programmatic aspects for the scholarship sections of P.L. 94-437, Title I and for the activities of the Program Analysts. Additionally, the IHS Scholarship Program Branch Chief serves as the authority on programmatic issues and decisions.

Program Analysts

IHS Scholarship Program Analysts are responsible for the coordination of the various scholarship program functions and processes. As part of this responsibility, they work with you to ensure compliance with your obligations and/or liabilities. The Program Analysts monitor the deferment and completion of your service commitment. In addition to these duties, they work with the Division of Grants Management on matters dealing with payments, applications/awards and related processing. Program Analysts track and record data pertaining to you and monitor your academic progress to ensure compliance while you are in school. They also maintain ongoing communications with the Area Scholarship Coordinators, as well as with other IHS components, governmental agencies and Tribal organizations.

Area Scholarship Coordinators

The Indian Health Service is comprised of 12 Area offices, each with a designated Area Scholarship Coordinator (ASC). An ASC serves as a scholarship applicant and recipient resource for technical and programmatic questions. They monitor your academic performance and assist you in finding a position upon completion of your academic or post-graduate clinical training.

Discipline Chiefs

Discipline Chiefs serve as a program resource for scholarship recipients and assist with extern and service commitment placements.

Chief Grants Management Officer

The Chief Grants Management Officer is responsible for the administration of the scholarship program in accordance with grant policies and procedures. In addition, all management of appropriate business functions of the scholarship program is the Officer's responsibility.

Grants Scholarship Coordinator/Management Specialist

The Grants Scholarship Coordinator is responsible for the coordination of all business functions of the scholarship program. These functions include the processing of tuition payments, monthly stipend payments and financial documentation.

Extern Program Coordinator

The Extern Program Coordinator is responsible for the following activities:

» Verifying and reconciling data on all externs.

» Establishing and maintaining cooperative and ongoing communication with Area Scholarship Coordinators, as well as other IHS components, government agencies and Tribal organizations to ensure that externs are in compliance with IHS Scholarship Program requirements.

Default Waiver Coordinator

The Default Waiver Coordinator monitors the default/waiver functions of the IHS Scholarship Program.

Health Professions Support Branch Chief

The Health Professions Support Branch Chief is responsible for the coordination of all recruitment and retention activities for IHS health professionals.

Indian Health Service
Scholarship Program
5600 Fishers Lane
Mail Stop: OHR (11E53A)
Rockville, MD 20857

IHS Scholarship Program: (301) 443-6197
Division of Grants Management: (301) 443-0243

www.ihs.gov/scholarship

Indian Health Service
Scholarship Program

@IHS_Jobs

Student Handbook

2016 – 2017

Applicants must be American Indian or Alaska Native to meet IHS Scholarship Program eligibility requirements. The policy of the IHS is to provide absolute preference to qualifed Indian applicants and employees who are suitable for federal employment in filling vacancies within the IHS. IHS is an equal opportunity employer.

August 2016 SCHHNB002