

**Indian Health Service Scholarship Program
Application Handbook
Updated Instructions**

— Fact Sheet —

Thank you for your interest in the Indian Health Service (IHS) Scholarship Program. Please read this supplemental sheet carefully, as it outlines important updates to the IHS Scholarship Program Application Handbook. Along with the handbook and purple Application Bubble Sheet (IHS-856), this packet contains two revised forms (Application Checklist [IHS-856-2] and the Course Curriculum Verification form [IHS-856-3]) and an updated comparison chart providing the current list of health and allied health care career categories offered for the 2011 – 2012 academic year.

Deadline Update — Two copies of your **completed application**, including all required supporting documentation, must be received by your Area Scholarship Coordinator's office, postmarked no later than **March 28, 2011**. A legible, dated receipt from a commercial carrier, such as FedEx or UPS, will be accepted in lieu of a postmark as proof of timely mailing. Private metered postmarks **will not** be accepted.

Late applications will not be accepted and extensions will not be granted.

Address — Applications, including all required documentation, must be **sent to your Area Scholarship Coordinator's office**. To find your Area Scholarship Coordinator's mailing address, please visit the IHS Scholarship Program website at www.scholarship.ihs.gov.

Application Submission — There are two ways to submit an application. The preferred method is to use the online application on the IHS Scholarship Program website at www.scholarship.ihs.gov. If you cannot access or complete an online application, a hard copy will be accepted by using the enclosed handbook and forms.

W-4 Form — You are required to submit a **2011 W-4 form**, Employee's Withholding Allowance Certificate, with your application packet. This form is available on the Internal Revenue Service (IRS) website at www.irs.gov.

Benefits from State, Local and Other Federal Sources — The IHS Scholarship Program has implemented new financial aid policies for the 2011 – 2012 academic year.

Preparatory and Pre-Graduate scholarship recipients will now receive financial aid for tuition and fees *only*. Health Professions scholarship recipients will continue to receive benefits along with financial aid for tuition. Visit the IHS Scholarship Program website at www.scholarship.ihs.gov for a list of educational and living expenses covered by a Health Professions scholarship.

Health Professions scholarship recipients are now required to 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. Any scholarship, grants and fee waivers accepted from sources other than the IHS Scholarship Program must be detailed on your school's invoicing document. The IHS Scholarship Program will deduct this amount from your school invoice before approving final payment. Student loans are not included in this policy since those monies will be repaid following your graduation.

** If you are a Health Professions scholarship recipient, the IHS Scholarship Program recommends that you decline all other sources of outside funding so that you can take advantage of your full IHS scholarship award.

If you are a Preparatory or Pre-Graduate scholarship recipient, you are encouraged to find other sources of financial aid to assist with the additional educational and living expenses not covered by your IHS scholarship.

Questions — If you have any additional questions or concerns, please contact your Area Scholarship Coordinator or the IHS Scholarship Program Branch Office immediately at (301) 443-6197 or visit the IHS Scholarship Program website at www.scholarship.ihs.gov for additional information.

The IHS mission is to raise the physical, mental, social and spiritual health of American Indians and Alaska Natives to the highest level.