

INDIAN HEALTH SERVICE

STUDENT HANDBOOK



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 page.

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.

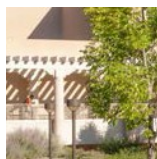
Your reward will be a career as an Indian health professional, where your career path will be culturally rich and professionally challenging, and you will enjoy competitive pay, bonuses, comprehensive health care coverage, opportunities for advancement and much more.

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.



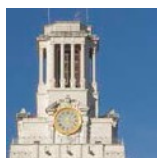
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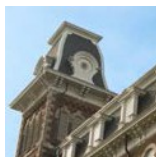


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Introduction





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.
- October - Recipient Initial Program Progress (IHS-856-8) form is due.
- December - Official transcripts are due by December 31.

SPRING

- February - Recipient Initial Program Progress (IHS-856-8) form is due.
- April - Summer School Request (IHS-856-22) form is due by April 22 if you are taking summer school courses or enrolled in a year around program.
- May - Official transcripts are due by May 31.

SUMMER

- June - Recipient Initial Program Progress (IHS-856-8) form is due.
- July - Official transcripts are due by July 31.

DECEMBER-FEBRUARY

Submit your scholarship extension application (renewal) via the online system.

JUNE

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



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.

CAREER PATH EXAMPLES

Example 1. Pre-Nursing (Preparatory Scholarship) to Bachelor of Nursing (Health Professions Scholarship)

This career path will lead to a licensed, registered nurse as required for service commitment at an Indian health facility.

Service commitment is one year of service per year of support for scholarship received with a minimum of two years.

(One year of funding=Two years of service commitment) or
(Two years of funding=Two years of service commitment)

Example 2. Pre-Medicine (Pre-Graduate Scholarship) to Allopathic Medicine (Health Professions Scholarship)

Post-Graduate Clinical Training (Residency) must be successfully completed.

Service commitment is up to four years at an Indian health facility upon licensure. Service commitment is one year of service per year of support of scholarship received with a minimum of two years.

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. Approval is required if changing enrollment status such as full time to part time and part time to full time.
- » 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. Approval is required if changing enrollment status such as full time to part time and part time to full time.
- » 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.

Example: A recipient requesting to change from part-time to full time must be prior approved.

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

GOOD TO KNOW

All reporting documentation must be sent to the IHS Scholarship Program office for processing.

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.).

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. Please contact your Program Analyst on how to submit your required documentation.

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 are required to show degree conferred.

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

Your financial aid may be suspended if Progress Report or an Official Transcript are not submitted within 30 days after due dates.



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

Scholarship recipient is required to notify assigned Program Analyst no later than 60 days prior to the time of transfer or dual enrollment at a new school.

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 may not be available to scholarship recipients in their first year receiving financial aid. Please contact your Program Analyst for further assistance on required documentation.

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.

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 apply as extension applicants if they choose to remain within the same program of study. Please contact your Program Analyst to see if you need to apply as a new or an extension when changing degree 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.

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 may 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.

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

$$Z = (4 \times 48,000); [t = 48; s = 0]$$

$$A = 3(4 \times 48,000) ([48-0]/48)$$

$$A = 3(192,000) (1)$$

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

* 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.



**APPLICATION
DEADLINE**

Meeting the deadline —
is your responsibility.

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 sent by the deadline.

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 when advancing to a Health Profession scholarship (for example, Pre-Nursing 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.



Supporting Documentation

In addition to your online application, 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:

A letter of good academic standing 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:

- » 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 letter of acceptance.
- » Curriculum for Major/Degree Plan: 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. Please contact your school advisor for assistance in getting your degree plan.

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.

Curriculum for Major/Degree Plan

You must provide a Curriculum for Major/Degree Plan 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.

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.

U.S. Department of Health and Human Services
Indian Health Service
The Federal Health Program for American Indians and Alaska Natives

IHS Scholarship Program Main

Applicant Login

*Indicates required field

Welcome to the IHS Scholarship Program Online Application. Read the instructions below if you have questions about how to create or log in to your account.

Email Address*

Password*

[Login](#)

[Forgot Password?](#) | [Create Account](#)

Instructions:

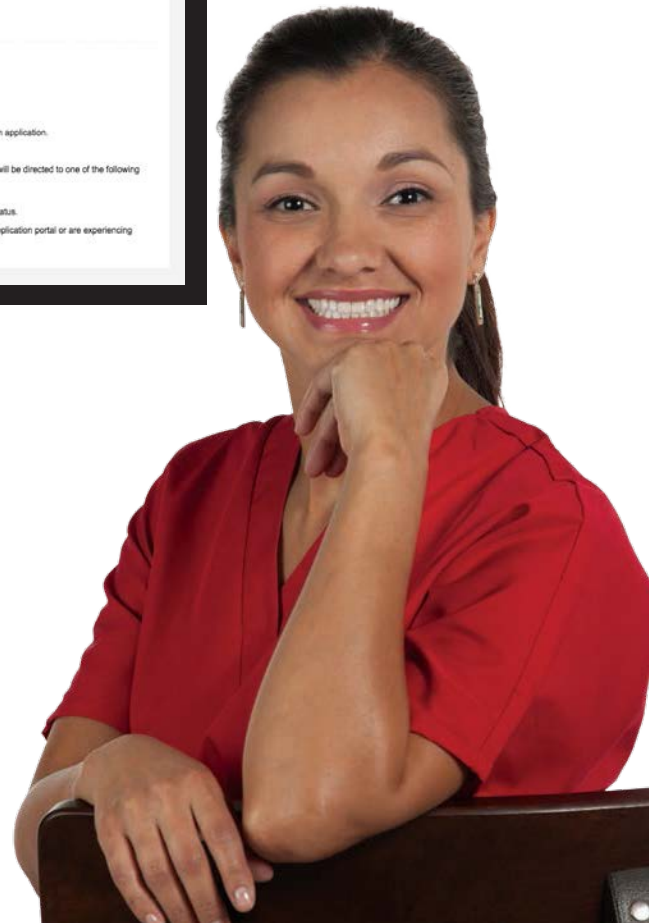
FIRST TIME USERS: Click **"Create Account"** if you are a first-time applicant who has never used the online system to submit an application.

RETURNING USERS: Enter the email address and password associated with your account.

APPLICATION PORTAL: Once you have created an account or logged in using your existing email address and password, you will be directed to one of the following applications:

- New application: For applicants who are not IHS scholarship recipients.
- Extension application: For current scholarship recipients applying to extend your scholarship or update your scholarship status.

Contact the IHS Scholarship Program office immediately at (301) 443-6197 if you believe you have been directed to the wrong application portal or are experiencing trouble creating/accessing your account.



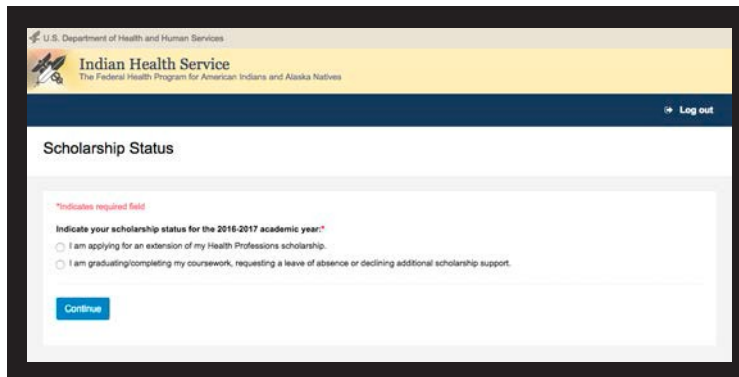
Scholarship Status

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 and 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), 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.

The screenshot shows the Indian Health Service (IHS) Scholarship Status page. At the top, there is a header for the U.S. Department of Health and Human Services and the Indian Health Service, with the tagline "The Federal Health Program for American Indians and Alaska Natives". A "Log out" link is visible in the top right corner. The main heading is "Scholarship Status". Below this, a note states "*Indicates required field". The instruction reads "Indicate your scholarship status for the 2016-2017 academic year:". There are two radio button options: "I am applying for an extension of my Health Professions scholarship." and "I am graduating/completing my coursework, requesting a leave of absence or declining additional scholarship support." A blue "Continue" button is located at the bottom of the form.

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.

U.S. Department of Health and Human Services
Indian Health Service
The Federal Health Program for American Indians and Alaska Natives

Log out

Instructions

You must enter all of the required information and click "Submit My Application" to officially submit your application for review.

While working on your application, you can click "Save & Continue" upon completion of a step to move on to the next section or click "Save & Logout" to exit the system and complete your application at another time.

The online application, as well as the required supporting documentation listed on your Application Checklist, must be completed and sent electronically or postmarked by the US Postal Service no later than Feb. 28, whether it is sent by you, your advisor or your school. If you submit materials by a commercial carrier such as FedEx or UPS, a legible, dated receipt is acceptable 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 by postal mail or commercial carrier must be sent to the following address:

Indian Health Service
Scholarship Program
5600 Fishers Lane
Mail Stop: OHS (11E33A)
Rockville, MD 20857

Prior to submitting these documents, confirm that you included your signature where needed. Keep a copy of all documents for your files.

Please read the [IHS Scholarship Program Student Handbook](#) (PDF - 4.0MB) and visit our [website](#) for further details.

I agree that I have read and understand the instructions detailing the IHS Scholarship Program application process. I understand that I am responsible for submitting a complete and eligible application according to IHS Scholarship Program policies. I understand that my application will be ineligible for review for a scholarship award if my application and related documentation is not postmarked prior to the application deadline.

I Agree

Profile

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

U.S. Department of Health and Human Services
Indian Health Service
The Federal Health Program for American Indians and Alaska Natives

Profile

Save and Logout

***Required field**
Review and update your profile information, if necessary.

Personal Information

First Name: LINDA EUSAN

Last Name: DELACORP

SSN: *****

Email Address: june2021-302780@gmail.com [Change Email Address](#)

Phone 1: 055-665-8543

Phone 2: 015-667-4515

Mailing Address

Address Line 1: 20218 BUTTERWICK WAY

Address Line 2:

City: MEDFORD

State: MASSACHUSETTS

Zip: MA

Alternate Mailing Address

Address Line 1:

Address Line 2:

City:

State: Please select

Zip:

Emergency Contact - Identify a person or relative through whom you can always be located.

Contact Name:

Current Address:

City:

State: Please select

Zip:

Phone:

Save Save and Continue

REDACTED-021-021

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.

The screenshot shows the 'College/University' section of the Indian Health Service online application. The header includes the U.S. Department of Health and Human Services logo and the Indian Health Service name. A sidebar on the left lists navigation options: Profile, College/University (selected), Course Curriculum Verification, Faculty/ Advisor Evaluation, Delinquent Federal Debt, and Confirmation of Information. The main content area is titled 'College/University' and contains the following fields:

- Required field:** Review and update your college/university information, if necessary.
- College/University Information:**
 - Degree Program: PHYSICAL THERAPIST
 - College/University: UNIVERSITY OF NORTH DAKOTA
- Are you transferring to another college/university?***
 - ☐ Yes
 - ☒ No
- Are you seeking dual enrollment at another college/university?***
 - ☐ Yes
 - ☒ No
- What will your residency status be for the 2016-2017 academic year?***
 - ☒ Resident/In-State
 - ☐ Non-Resident/Out-of-State
 - ☐ School charges the same tuition and fees regardless of resident status
- What do you expect your enrollment status to be at the start of the 2016-2017 school year?***
 - ☒ Full Time
 - ☐ Part Time
- Do you need to change your anticipated graduation date? May 2025***
 - ☐ Yes
 - ☒ No

Buttons for 'Save and Logout' and 'Save and Continue' are visible. A reference number 'RENAPP-003-014' is in the bottom right corner.



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 must be completed online with your application to be considered for an award.

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.

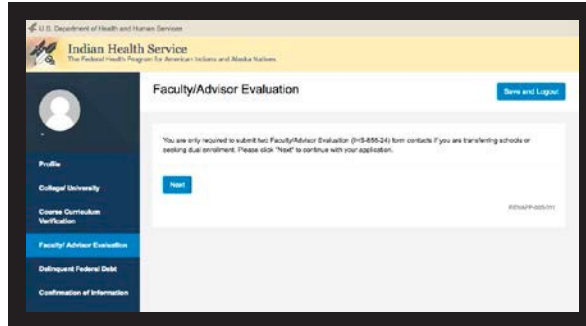
Even if you have not yet registered or courses have not been assigned, you must provide a list of courses you plan to take, based on your degree program's Curriculum for Major. If you are awarded a scholarship, your list of projected courses will be compared against the Recipient's Initial Program Progress 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.

The screenshot shows the 'Course Curriculum Verification' form within the Indian Health Service portal. The header includes the U.S. Department of Health and Human Services logo and the Indian Health Service name. A left sidebar contains navigation links: Profile, College/University, Course Curriculum Verification (highlighted), Faculty/Advisor Evaluation, Outstanding Federal Debt, and Confirmation of Information. The main content area is titled 'Course Curriculum Verification' and includes a 'Save and Logout' button. A red asterisk indicates a required field. The form contains the following text: 'This form must be completed as described below for your application to be considered for an award. You cannot enter "see my Curriculum for Major" or use any other documentation of courses in place of completing this form.' Below this, the 'Academic Year' is set to '2016-2017', 'College/University' is 'UNIVERSITY OF NORTH DAKOTA', and 'Enrollment Status' is 'Full Time'. A section titled 'To complete this form:' lists instructions: enter the number of academic terms, list courses with numbers, titles, and credit hours, include course numbers and credit hours, and use 'Add', 'Update', or 'Delete' buttons. A note states that if courses have not been assigned, the user must still complete the form with planned courses. At the bottom, there is a field for 'Number of Academic Terms (including summer school, if applicable):' with an 'Update' button, and a 'Continue' button at the very bottom. The reference number 'HHS/APP-013-002' is in the bottom right corner.

Faculty/Advisor Evaluations

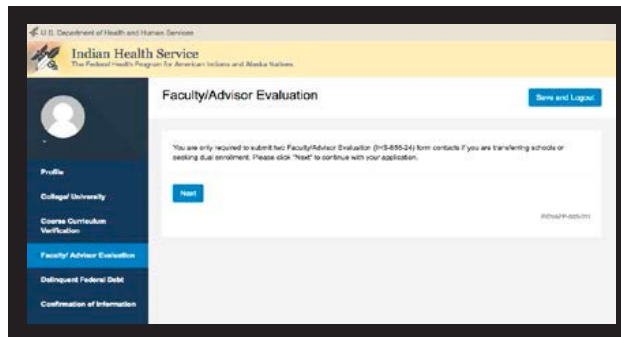
Option 1: Evaluation Not Required

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.

A screenshot of the Indian Health Service (IHS) online application portal. The header shows the U.S. Department of Health and Human Services logo and the IHS logo with the text "Indian Health Service" and "The Federal Health Program for American Indians and Alaska Natives". On the left is a dark blue sidebar with a profile icon and a list of application steps: "Profile", "College/University", "Course Curriculum Verification", "Faculty/Advisor Evaluation" (highlighted in blue), "Delinquent Federal Debt", and "Confirmation of Information". The main content area is titled "Faculty/Advisor Evaluation" and contains a message: "You are only required to submit two Faculty/Advisor Evaluation (IHS-695-24) form contacts if you are transferring schools or seeking dual enrollment. Please click 'Next' to continue with your application." Below the message is a blue "Next" button. In the top right corner of the main area is a "Save and Logout" button. The bottom right corner of the main area displays the date "8/26/2019 10:55:01".

Option 2: Evaluation Required

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 box, ask that they check their Junk or Spam folder.

A screenshot of the Indian Health Service (IHS) online application portal, identical to the one above. It shows the "Faculty/Advisor Evaluation" step in the application process, with a message explaining that two forms are required for transfers or dual enrollment, and a "Next" button to proceed. The sidebar highlights the current step, and the top right shows a "Save and Logout" button. The bottom right corner shows the date and time "8/26/2019 10:55:01".

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.

GOOD TO KNOW

Delinquent federal debt (for example, unpaid federal taxes, guarantee or direct student loans) for more than 31 days past due or not on a repayment schedule plan must be listed,

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.

U.S. Department of Health and Human Services
Indian Health Service
The Federal Health Programs for American Indians and Alaska Natives

Delinquent Federal Debt

***Required field**

Are you delinquent on the repayment of any federal debt? ☐ Yes ☐ No [Learn More](#)

Examples of federal debt include delinquent taxes, auto delinquencies, guaranteed or direct student loans, FHA loans, and other mortgage loan 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.

If you answer “NO” you can continue to the next step of the application.

If you answer “YES” you must include the name of the federal agency to which the debt is owed, the type of debt (such as student loan or HUD mortgage), the name and phone number of a contact person handling your debt and the account number for every account for which you are delinquent. Click “Save” to save this information as part of your application. You can add as many accounts as needed before continuing with your application.

IMPORTANT: A notarized Power of Attorney document authorizing the IHS Scholarship Program to inquire about your debt is required if you have indicated that you are delinquent on the repayment of any federal debt.

**** Required only if you answered “Yes” to the delinquency of repayment of federal funds question above.**

Federal Agency*	Type of Loan*	Account Number*	Contact Name*	Phone Number*

[Save](#)

[Previous](#) [Continue](#)

(2/24/2017 08:14:12)

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 Acknowledgment

I, _____, do hereby certify that _____

(date) (time) (place)

the undersigned _____, 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)

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.

U.S. Department of Health and Human Services

 **Indian Health Service**
The Federal Health Program for American Indians and Alaska Natives


Profile

College/University

Course Curriculum Verification

Faculty/Advisor Evaluation

Delinquent Federal Debt

Confirmation of Information

Confirmation of Information Save and Logout

*Required field: You must complete all areas appearing in red below (if applicable) prior to confirming this screen.

Profile Edit

Applicant Information

Name: DEARBORNE, LINDA SUSAN

Social Security Number: *****

Email: jung5355-162796@gmail.com

Phone 1: 301-865-8543

Phone 2: 301-507-4515

Mailing Address

Address: 20318 BUTTERWICK WAY

City: MEDFORD

State: MA

Zip: 02120

Alternate Mailing Address

Address: 20318 BUTTERWICK WAY

City: MEDFORD

State: MA

Zip: 02120

Emergency Contact

Contact Name: Linda Susan

Street Address: 20318 BUTTERWICK WAY , MEDFORD , MA 02120

Contact Phone: 301-123-4567

College/University Edit

College/University and Degree Program

Degree Program: PHYSICAL THERAPIST

College/University: UNIVERSITY OF NORTH DAKOTA

Resident Status: Resident/In-State

Enrollment Status: Full Time

Graduation/Completion Date: 05/2018

Course Curriculum Verification Edit

Number of Academic Terms (including summer school, if applicable): 1

Courses for Academic Year 2016-2017

Academic Term 1

Course Number	Course Title	Credit Hours
ENGL1013	Composition I	3
MATH1203	College Algebra	3
BIOL1543	BIOL1541L Principles of Biology	4
CHEM1074	1071L Fundamentals of Chemistry	5
Total Credit Hours for Academic Term 1:		15

Advisor Contact Information

Name: Karen M

Email Address: KarenM@gmail.com

Financial and Service Commitment Information Edit

Are you delinquent on the repayment of any federal debts? NO

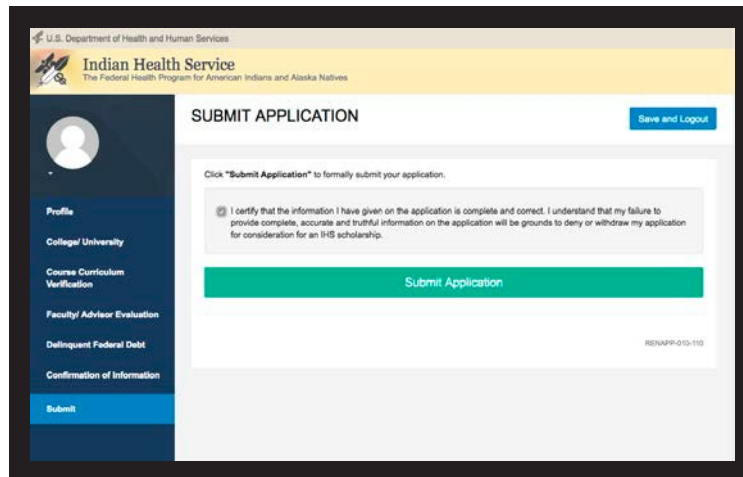
Previous Next

RENAPP-007-301

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 deadline, please contact your Program Analyst to have your application unlocked. After making any changes, you will need to resubmit your application.

The screenshot shows the 'SUBMIT APPLICATION' page of the Indian Health Service (IHS) online system. The header includes the U.S. Department of Health and Human Services logo and the IHS logo with the text 'Indian Health Service' and 'The Federal Health Program for American Indians and Alaska Natives'. A left sidebar contains a user profile icon and a list of navigation links: Profile, College/ University, Course Completion Verification, Faculty/ Advisor Evaluation, Delinquent Federal Debt, Confirmation of Information, and Submit (which is highlighted in blue). The main content area is titled 'SUBMIT APPLICATION' and includes a 'Save and Logout' button. Below the title, it instructs the user to click 'Submit Application' to formally submit their application. A certification statement is displayed: 'I certify that the information I have given on the application is complete and correct. I understand that my failure to provide complete, accurate and truthful information on the application will be grounds to deny or withdraw my application for consideration for an IHS scholarship.' A large green 'Submit Application' button is prominently displayed. The page ID 'IHSNAPP-010-110' is visible in the bottom right corner.

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 by the deadline.

The online application system will close on the date and time of the deadline. Please make sure all supporting documents are uploaded by the deadline.

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.

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. An enrollment certification letter will be accepted as long as the current degree plan and graduation date are provided.

Health Professions Scholarship Applicants: You are required to submit a letter of acceptance that you have received documenting your acceptance into the health profession degree program.

Official Transcripts

You are required to submit your official transcript within 30 days of the end of the academic term. Produced grade reports will not be accepted.

Curriculum for Major/Degree Plan

You will need to submit a copy of the course curriculum for your major/degree plan 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.

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.

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.

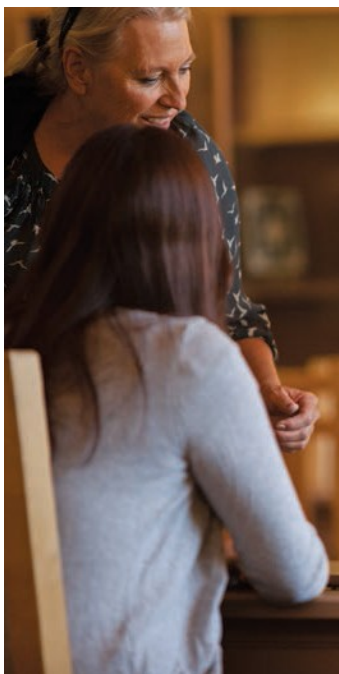
Changes to Course Schedule

As part of the application process, you listed 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.

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.



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 a 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.

Please contact your Program Analyst to check if you need to submit an official transcript upon completion of summer school.

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 by 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 by the end 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.

GOOD TO KNOW

Recipients of the American Indians into Nursing Program or the American Indians into Psychology Program cannot participate in both programs at one time.

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.

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 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. You and/or 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.

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.



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.

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 requested documents as part of your application such as school transcripts and the BIA 4432 form.

Application Deadlines

Visit the [Extern Program](#) page of the IHS Scholarship Program website for summer 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.



GOOD TO KNOW

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

Employment

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.

JRCOSTEP's are eligible to apply for an IHS extern position and must use the same job announcement through USAJobs for placement consideration with an IHS/Tribal facility.

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.





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.

Division Director Health Professions

The Division Director is responsible for the administration of the scholarship and loan repayment programs in accordance with federal policies and procedures.



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
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Student Handbook

