

# ***Donald E. Pizzini Memorial Nurse Scholarship Program***

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## ***Montana Health Care Association Scholarship Foundation***

***36 S. Last Chance Gulch, Suite A • Helena, MT 59601***

***Telephone 406 443 2876 • Facsimile 406 443 4614***

***Email - rhughes@rmsmanagement.com***

### **Dear MHCA Scholarship Foundation Applicant:**

We would like to express our appreciation for your interest in the Donald E. Pizzini Memorial Nurse Scholarship Program. This program is designed to facilitate the development of an educated long-term care nursing workforce to meet current and future demands. Each year, scholarships of up to \$1,000 will be awarded to college students from Montana, as well as professionals who are already working in the long term care field in Montana who are interested in pursuing a career in nursing or advancing in their nursing career.

Enclosed for your use are the following documents related to the Donald E. Pizzini Memorial Nurse Scholarship Program:

1. Program Overview;
2. Scholarship Application and Instructions or Application and Instructions for Renewal of Scholarship (whichever is appropriate); and
3. Two copies of the Recommendation Form (not required for renewal application).

In order to be considered for a scholarship, you must complete an *Application* and return it to the Scholarship Committee. Eligibility criteria, application requirements, and scholarship provisions are listed on the *Program Overview*. Please read this document carefully, since these criteria will be used to judge your suitability for a scholarship under this program.

Following are some frequently asked questions about the Donald E. Pizzini Memorial Nurse Scholarship Program:

**Q. Who is eligible?**

**A.** Eligibility criteria can be found on page 2 of the *Program Overview*.

**Q. How do I apply?**

**A.** Follow these six steps to apply:

Step 1: Review the *Program Overview* carefully. Follow all instructions carefully, as failure to do so may be cause for disqualification.

Step 2: Complete the *Application* or *Renewal Application* (whichever applies) fully, and legibly, using printing or typing and be sure to sign it.. You may also fill in the Adobe Acrobat application found at [www.mtheathcare.org](http://www.mtheathcare.org) and print it out for submittal. *Note: you will not be able to save this form, so give yourself enough time to complete it in one sitting.* You may also scan the completed form and submit it via email as long as there is a signature included.

Step 3: Obtain official transcripts from educational institutions listed in your application.

Step 4: For an original *Application*, obtain proof of acceptance into an accredited or approved college program. If you do not have proof of acceptance into an accredited or approved college program at the

time of application, disbursement of any funds awarded will be contingent on receipt of a letter of acceptance from the college. For a *Renewal Application*, obtain an official transcript and proof of enrollment from the college you are currently attending.

Step 5: Obtain two letters of recommendation (not required for renewal application).

Step 6: Submit all of these items to:

MHCA Scholarship Foundation  
36 S. Last Chance Gulch, Suite A  
Helena, MT 59601

Email: rhughes@rmsmanagement.com

**Q. What is the deadline for submitting applications?**

A. All applications must be received at the program office by the last day of February of the current year. Mailed items postmarked by the last day of February will be accepted. Applications that arrive late or incomplete may be disqualified.

**Q. Will I receive a confirmation that the program office has received my application?**

A. Each applicant will receive an acknowledgment letter mailed to the applicant's listed address.

**Q. When will scholarships be awarded?**

A. Scholarship will be awarded by the last day of April each year.

**Q. How will I know if I have been selected to receive a scholarship award?**

A. All applicants will receive a letter letting them know if they were selected to receive an award.

**Q. When may I use the funds if I am awarded a scholarship?**

A. Scholarship funds may be used during the summer session or during the next school year.

**Q. May I apply again if I am turned down the first time?**

A. All applicants, whether they were selected to receive an award or not, are welcome to submit another application for the next year.

**Q. I am entering my first year of college, how will you consider my GPA?**

A. The *Program Overview* makes note that the high school GPA will be considered for first year college students.

Thank you for your interest in the Donald E. Pizzini Memorial Nurse Scholarship Program. We will look forward to receiving your application, and we would like to wish you success in your studies.

**MHCA Scholarship Foundation Committee**