



Meritus Registered Nurse Scholarship Program

For Meritus Health, Inc. Employees

The purpose of this program is to assist current employees in obtaining the education/training needed to satisfy the critical Registered Nurse positions available at Meritus Health Medical Center, Inc. (“the Hospital”).

The Hospital offers a limited number of scholarships annually, as determined by the annual budget. The program is intended to be beneficial to both the employee and the Hospital. The Hospital agrees to fund a portion of the employee's education in return for a pre-determined length of employment with the Hospital after graduation. The Hospital will pay, as outlined below, for the full cost of tuition for a period of up to four (4) semesters.

Program	1st Semester Nursing Program	2nd Semester Nursing Program	3rd Semester Nursing Program	4th Semester Nursing Program	Upon Receiving RN License	First Pay Date Following Three (3) Years of Employment	Total Financial Assistance
Meritus Employees pursuing HCC/Meritus Joint Nursing Program (requires 12 hours worked every two weeks - 0.15 FTE during school year and 0.6 FTE during summer break)	** Full cost of tuition for a period of up up to four (4) semesters						Approximately \$24,000

***** For Meritus Employees pursuing the Hagerstown Community College/Meritus Joint Nursing Program. Books, lab fees, and school required uniforms are not covered under the program.***

Each candidate is expected to obtain employment with the Hospital to maximize financial assistance and gain relevant work experience. Time worked prior to graduation does not count toward the post-graduation work requirement. Each scholarship awardee must agree to work three full years at a 0.9 FTE (36 hours per week) upon graduation.

Upon graduation, the candidate will be required to apply to Registered Nurse positions of interest and will be considered along with other job applicants. Although candidates may not always be offered their preferred department or shift, they will be offered a position and work shift in an area with the most need. Wages will be equivalent to those received by other Registered Nurses with equivalent experience.

Should an offered position be declined by the candidate, the contract shall be considered breached. The scholarship recipient must fully reimburse the Hospital for any received sign-on bonuses or installment payments should they fail to initiate full-time employment upon licensure, fail the NCLEX, or not meet the established employment conditions before starting full-time service. Upon commencement of the 36-month full-time employment term, the repayment of any scholarship loan will be prorated based on the proportion of the service term completed. However, if the scholarship recipient successfully fulfills their service obligations for the predetermined period, their obligations under the agreement will be



considered fully satisfied. Once the agreement is fulfilled, the individual is then free to pursue employment elsewhere without any liability or debt obligations to Meritus Health.

Selection Criteria

The candidate must provide and/or adhere to the following:

1. a transcript with the most recent grade point average (high school for a new high school graduate or college for a current/previous undergraduate student). The candidate must have a minimum 3.0 grade point average (GPA).
2. A well written 1-2-page essay describing why candidate should be chosen for the scholarship must be included with the application. The essay must include:
 - The candidate's career goals
 - Why the candidate believes that they would be a good nurse
3. The candidate will supply a minimum of two (2) signed letters of reference from non-family members. Letter of reference may not be older than two (2) years. *If applicant is a current employee, one of the reference letters must come from the team members current coach.*
4. The candidate will complete all required interviews as determined by Meritus Health. Nursing and Team Member Services will be involved in the interview process.
5. The candidate must sign the Meritus Registered Nurse Scholarship Program Contract Signature Page.
6. The candidate must be in good standing and cannot have received any Corrective Counseling, including Attendance Counseling, within the 12 months prior to applying to the program.
7. The candidate's department director or VP will be notified that an application has been received.

Scholarship Recipient Obligations During Scholarship

1. It is the responsibility of the recipient to furnish grade reports to Team Member Services at the end of each grading period and prior to the start of the next term. Grade report must include completed semester GPA and cumulative GPA.
2. It is the responsibility of the scholarship recipient to complete all aspects of the Registered Nurse program, including but not limited to a maintaining a 3.0 GPA in classes in the major curriculum, a 3.0 GPA overall, and passage of all applicable licensing exam within Sixty (60) days of graduation.
3. If a recipient falls below a 3.0 GPA, they must immediately inform the Meritus Education Department. Exceptions to the GPA requirement may be granted at the sole discretion of Meritus and the recipient will be required to create a remediation/action plan in order to remain eligible for the program.



4. Before each semester begins, the recipient must submit to Team Member Services a class schedule showing all classes the student will take in the upcoming term.
5. It is the responsibility of the recipient to notify Team Member Services in writing of any changes of status during the term of the scholarship. This includes but is not limited to: adding/dropping a course, withdrawing or not enrolling, name change, etc.
6. If the recipient receives a grant or other paid scholarship prior to the start or during the course of the program, tuition payments may be reduced by a comparable amount.
7. It is the responsibility of the recipient to notify Team Member Services of any change in major. The agreement is entered into by the Hospital for the express purpose of obtaining viable candidates for Registered Nurse positions. The Hospital reserves the right to terminate this agreement in the event the recipient changes his or her major and/or learning institution without the prior written approval of Meritus Health.
8. The recipient understands that it is not the responsibility of Meritus Health to obtain the above-named documents. The responsibility to furnish these documents to the Team Member Services Department belongs solely to the recipient.
9. The recipient must work a minimum of 12 hours every two weeks (0.15 FTE) during the school year and 48 hours every two week (0.6 FTE) during summer break.
10. The recipient must attend quarterly check-ins with the Meritus Education Department.
11. If the recipient's employment voluntarily or involuntarily terminates for cause or hours are reduced to less than the required commitment, Team Member Services will notify the recipient of any outstanding balance that is due.
12. If Meritus is unable to obtain the full reimbursement from the recipient's final paycheck or PTO payout, the recipient will be required to make direct payment to Meritus for any remaining obligation.
13. The recipient should contact Team Member Services within 30 days of separation or reduction in hours to discuss a repayment schedule. The full balance that is owed must be repaid within six (6) months from date of separation or reduction in hours. If the recipient fails to contact Team Member Services within 30 days or fails to repay the balance within six (6) months, the outstanding balance owed will be turned over to a collection agency for further legal action.
14. Hospital makes no guarantee of continued employment for the duration of the service commitment or while the recipient is attending school. Should Hospital terminate the recipient's employment without cause, including circumstances such as a Reduction in Force, the recipient's obligation to repay any remaining scholarship funds will be forgiven, contingent upon Meritus retaining the payout of the recipient's accrued Paid Time Off.



Scholarship Recipients Obligation upon Graduation

1. The recipient must commit to working for Meritus Health as a Registered Nurse full time (0.9 FTE) for a period of no less than 36 months. The recipient must apply for positions no later than 10 days after all requirements have been met (including course work, internships, and licensing) making the recipient eligible for work as a Graduate Nurse or Registered Nurse. This work may be in any inpatient nursing department and shift that is available.
2. The recipient understands that it is not the obligation of the Hospital to employ the recipient for any length of time. The employment (and continued employment) of the recipient is contingent upon a position opening at the time of graduation and satisfactory performance while on the job.
3. The recipient will be required to apply to positions of interest and will be considered along with other job applicants. Although candidates may not always be offered their preferred department or shift, they will be offered a position and work shift in an area with the most need. Wages will be equivalent to those received by other Registered Nurses with equivalent experience.
4. If a position is offered to the recipient, the recipient has the obligation to accept the position. If the position is offered and not accepted, the terms of this agreement will be considered breached.

Meritus Health Responsibilities

1. Meritus Health agrees to review all applications objectively and without prejudice.

Upon providing satisfactory proof of enrollment at an approved/accredited institution, the Hospital agrees to directly pay the scholarship loan recipient up to the amounts listed herein for intended use towards tuition, textbooks, laboratory fees, and school-required uniforms. A reviewed and approved acceptance letter is required before the initial disbursement of funds for the program's first semester. For the subsequent semester, a class schedule and satisfactory grade report must be provided before further program payments are made.

2. Meritus Health agrees to consider the agreement obligations met if none of the obligations of the recipient are breached, including recipient's service obligations for the predetermined period.
3. Meritus Health and recipient recognize that Meritus Health's payment obligation in the agreement is null and void if the terms are breached in any way by recipient



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Contract Signature Page

I accept all terms in the Meritus Registered Nurse Scholarship Program Policy. As an applicant of the Meritus Registered Nurse Scholarship, I agree to abide by all guidelines set forth including, but not limited to: In the Event of a Breach of Contract section and the timetable as set forth in the overview.

Printed Name of Scholarship Applicant

Signature of Scholarship Applicant

Date

Signature of parent of legal guardian {If applicant is under 18 years of age}



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In the Event of a Breach of Contract

In the event that the recipient fails to meet the obligations and responsibilities outlined in the EMPLOYEE EDUCATION ASSISTANCE / REIMBURSEMENT AGREEMENT (the "Agreement"), this will initially trigger a suspension of financial support from Meritus Health towards the recipient's educational pursuits. Despite this suspension, the Agreement will remain in force regarding the recipient's financial restitution obligations to Meritus Health. The recipient will then be required to repay Meritus Health a prorated amount of the funds disbursed for their education, corresponding to the portion of the service period they failed to complete as defined in the Agreement. Should no service be rendered, the recipient may be responsible for repaying the entire amount initially funded.

Meritus Health, at its discretion, may offer a cure period prior to demanding repayment, providing the recipient a specified timeframe to correct their breach of obligations under the Agreement, subject to conditions Meritus Health deems appropriate. The initiation of this cure period and its duration will be communicated to the recipient following the identification of a breach.

If Meritus Health chooses not to provide a cure period, or should such a cure period be provided but lapse without the recipient remedying their breach, then the educational support previously granted will be reclassified as a loan. In this event, the recipient is obligated to commence repayment under the terms outlined herein: entering into a monthly installment plan, with the monthly payment amount calculated based on a prorated assessment of the total educational expenses financed by Meritus Health, adjusted for the unfulfilled portion of the obligated service period.

Meritus Health will document the recalculated obligation as a debt with the appropriate credit reporting agencies. Furthermore, any instances of delinquent or missing payments will be reported to these agencies, potentially affecting the recipient's credit rating.

Printed Name of Scholarship Applicant

Signature of Scholarship Applicant

Date

Signature of parent of legal guardian {If applicant is under 18 years of age}



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For Meritus Health, Inc. Employees

Registered Nurse Scholarship Program Application Form

Name: _____

Last

First

Middle Initial

Mailing Address: _____

Street

City

State

Zip

Email Address: _____

Phone Number: _____

Degree/Major: _____

College or University: _____

Anticipated graduation date: _____

Education to Date:

School Name	Course of Study	Did you Graduate	Receive a degree?
High School:		Yes No	
College:		Yes No	Yes No
Have you ever been employed by Meritus Health?	Yes No Dates: _____	Currently Employed Yes _____ No _____	Have you applied for any other type of financial support, grant, or student aid ? Yes _____ No _____



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Registered Nurse Scholarship Program Application Checklist

The following items must accompany the application form:

- _____ Certified copy of high school and/or college transcript
- _____ Resume
- _____ Essay
- _____ References
- _____ Completed Breach of Contract
- _____ Completed Contract Signature Page
- _____ Completed Application Form
- _____ Completed Application (*All 9 pages*)

**Applications will not be reviewed unless submitted in full!*

Upon receipt of a complete application packet, the candidate may be selected for an interview with the Scholarship Selection Committee. The committee will review all completed packets and discuss interview results, then make a recommendation for scholarship monies.

Completed packets must be submitted to:

Meritus Health
Team Member Services
1116 Medical Campus Road
Hagerstown, MD 21742

Alternatively, completed packets can be emailed to Savannah.Durning@MeritusHealth.com.

For questions: contact Savannah Durning at (301) 790-8500

[SIGNATURES ON THE FOLLOWING PAGE]



I have read and understand the terms of this Agreement and expressly agree to be bound by its terms. I am signing this Agreement voluntarily, knowingly, and upon such consideration as I deem appropriate. *Managers will allow reduced schedules.*

EMPLOYEE SUPERVISOR

By: _____

Printed Name: _____

Date: _____

EMPLOYEE

By: _____

Printed Name: _____

Date: _____

TEAM MEMBER SERVICES

By: _____

Printed Name: _____

Date: _____