

## TIPS for School of Nursing Scholarship Application & Other Support Information

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The SoN application for financial scholarship funding is available online. See: <http://nursing.uw.edu/academic-services/financial-aid/school-of-nursing-funding.html>

Please pay particular attention to page 1 and page 2 of the SoN form and remember to develop your future plans in your paragraph. If the form is not completely filled out, you may miss a scholarship opportunity, and I do not have time to call all the students back and check out further details.

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TIPS for the SoN Application:

1. **IMPORTANT: When you download the application, rename the file to include your last name and first initial (e.g., *Smith, J.pdf*).** Files received without this naming convention will be returned to you.
2. All the SoN scholarships have criteria that are followed and students are match to those criteria.
3. Page 1: “Field of Interest” – Example, if you are considering research, put what type of research (women with HIV/Aids, oncology, etc.). DO NOT just write in ‘research.’ If you have a focal area in public health, write in what type such as infectious disease; do not just write in public health. Why? This helps to identify you and match you with a donor.
4. Page 2: “Nursing Career Goals” – Be as specific as you can regarding your plans. Explain your area of interest and give a couple of examples. DO NOT generalize. If you plan to be a clinician, where (geographic area) and what will you practice? If you plan to help the underserved, who, what and where? If you are interested in a type of field/focal area such as infectious disease, will you specialize in one? If so, which one? If not, what are you considering? If you want to be an educator, what are you consider teaching (don’t just write in nursing)? If you are interested in teaching add that as your last paragraph. You do not need to write a novel, just be a bit more specific. If you generalize information in the application, you will limit your chances of being considered.
5. As for “explain your situation” you should expound on your current circumstances (housing, financial, and any other pertinent information you feel would help explain life for you during the school year) and what you foresee for the upcoming academic year.
6. If you plan to teach and are interested in the NFLP loan, check the NFLP box on the front page in the upper left corner. See information below.
7. Funding is awarded mid-July through August for the upcoming academic year (Fall - Spring).

**The most common questions for the SoN Online Application:**

- **How do I submit the application?**  
Rename the downloaded file to include your last name and first initial (e.g., *Smith, J.*). Email the completed application as an attachment to Laura Mason ([ljmason@uw.edu](mailto:ljmason@uw.edu))
- **When opening a completed application, the fields are blank. What’s wrong?**  
This is most likely because you completed the PDF on a Mac using Preview, the default program Macs use to open PDFs. If you click on a field that appears blank, information should appear. These should download with no problems into the responses file.

### Tips for working with PDF documents:

- Save the document and reopen it, making sure the form fields are not empty
- Do NOT send us a scan of a printed copy
- Do NOT add your own text fields or checkboxes in Acrobat or any other PDF editing software

The original PDF document is necessary for us to download your application data into our database. Not following the above instructions may result in delay of processing your application.

### Mac Users:

By default, Mac computers come with a program called *Preview* that can be used to complete PDF documents. **DO NOT USE THIS PROGRAM TO COMPLETE THE APPLICATION FORMS.** This program does not recognize the calculated fields and will leave them blank, and in some cases will “hide” data that you have typed in or remove check marks from checkboxes. See <http://nursing.uw.edu/admissions/pdf> for more information.

To download and complete the scholarship application forms:

1. Download and install the most recent version of Adobe Reader: <http://get.adobe.com/reader/>
2. Click to download the scholarship application from the School of Nursing web site
3. You can either save it to your hard drive or open it immediately
4. Make sure you choose **Adobe Reader** or **Adobe Acrobat** to edit the file

Not sure what program you’re using to edit the PDF? With the PDF application open, look in the upper left-hand corner of your screen (next to the Apple icon). You will see the name of the program in bold.

**If you accidentally opened and saved the PDF application using *Preview*, download a new copy and open/save it in Reader.** Otherwise, there may be other potential issues with fields not saving data.

Regarding loans, you should go into meet with a counselor at the UW OSFA (or call 206-543-6101) to discuss possible grant funding/loans. See: <http://www.washington.edu/students/osfa/graduate/>

### Tips for UW OSFA:

The UW OSFA has two forms that you can fill out to help you through school.

1. Revision Request for Change in Financial Situation
2. Revision Request for Additional Expenses

See: <http://www.washington.edu/students/osfa/graduate/grad.forms.html>

The “Change in Financial Situation” form notifies the UW that you have a change in your employment or loss of income (either self or spouse). You can use this form anytime during the school year as your situation changes/fluctuates. This form allows you to let them know about your financial situation that sometimes the FAFSA does not.

The “Additional Expenses” form allows you to list expenses that you would not have otherwise. Examples: Say you will incur more expenses coming here for school, if you are in need of a dentist, or you have to buy a car to go to clinical or your car breaks down and it needs repairs. You can use this form also anytime during the school year as additional expenses come up.

These forms change your need amount to attend school, which in turn makes you eligible for more loan/grant and scholarship funding.

Summer funding: <http://www.washington.edu/students/osfa/currentug/aid.for.summer.html>

### **Types of Funding available:**

- Loans:

Available from the University of Washington Financial Aid Office (UW FAO) and the SoN. Email me if you'd like to find out more information regarding the loans from SoN. For UW go to:

<http://www.washington.edu/students/osfa/graduate/>

- Nurse Faculty Loan Program (NFLP) (available by filling out the SoN funding application):

The SoN receives funding from HRSA for NFLP to fund graduate students who plan to become nursing faculty members upon graduation. Eighty-five percent ( 85%) of the loan can be forgiven if the graduate works as a faculty member for four years (20% forgiven for each of the first three years of full time work and the remaining 25% forgiven for a fourth year of full time work, totaling 85% forgiven). The loan can be used for tuition, fees, books, and educational supplies. To be eligible, you must be a PhD, DNP or master student in good standing, a US citizen, and plan to teach in a faculty role upon graduation. Leave of absence or registering for less than five credits triggers the pay-back process. We will receive information if awarded for continued funding in summer-fall 2012. If interested, WRITE NFLP IN THE BOX ON THE FRONT PAGE of the SoN FA form. Funding is offered first to students who are already receiving funding and then to other students on first come, first served basis. I send out notices to the student email lists once funding is obtained from HRSA. This loan is NOT based on need. Funding is up to \$35,500 per year (four quarters) as determined by the UW OSFA from the FAFSA.

- Scholarships (available by filling out the SoN funding application):

The SoN has several scholarships available. Most have specific criteria set forth by the donor. Messages sent to student email lists late fall quarter reminding continuing students to submit a School of Nursing (SoN) financial aid form (each and every year that they are here in the SoN). The funding is for the upcoming academic year (fall – spring).

\*Note: Most of the scholarships are awarded based on need, however, one never knows what donors will give and to whom, so it behooves you to fill out the SoN form.

- You have the information for tuition exemption, but here is the link, just in case you need it.

Tuition exemption: <http://nursing.uw.edu/academic-services/financial-aid/tuition-exemption-faq.html>

- Some of the courses you will not be able to use tuition exemption.

See: <http://nursing.uw.edu/academic-services/financial-aid/tuition-exemption-faq.html>

Student positions and more: SoN has several positions available each year for RA, TA, and SA positions.

Announcements are put on the SoN blog. The blog is something students can subscribe to, to receive updated information on financial aid, scholarship notices, student positions and educational opportunities:

<http://nursing.uw.edu/fa/blog>