



## **BILD NURSING SCHOLARSHIP FACTS**

**Candidates must read through this entire document**

**Scholarships Available:** Ruth Castellano and Edward J. Stiften Nursing Scholarships

**Open Enrollment Date:** Tuesday, September 12, 2017

**Deadline:** Thursday, November 9, 2017

### The BILD Nursing Scholarships

The BILD (BJC Institute for Learning and Development, formerly known as the CLL) Ruth Castellano and Edward J. Stiften Scholarships represent one of the many ways BJC HealthCare rewards excellence among its employees, while supporting the organization's commitment to deliver high quality patient care. The scholarships award \$5000.00 towards tuition, books and lab fees for employees pursuing nursing degrees at any level.

**Ruth Castellano** served as vice president of BJC Home Care Services for six years, and requested that a nursing scholarship be awarded for "first-time" RN degrees. For employees pursuing the following degrees, please apply for the Ruth Castellano scholarship:

- Associate degree in nursing
- Bachelor degree in nursing

**Edward J. Stiften** is a former BJC HealthCare vice president and chief financial officer. BJC created a nursing scholarship in his honor in 2005. For employees pursuing the following degrees, please apply for the Edward J. Stiften scholarship:

- MSN
- FNP
- Masters in Nursing Informatics
- PNP
- ANP
- PhD
- DNP

### To be eligible for the December 2017 awarded BILD Nursing Scholarship you must:

- Be employed by BJC HealthCare for a minimum of 24 consecutive months (hired on or before November 30, 2015).
- Be an active BJC employee.
- Have been accepted into an approved nursing program at an accredited educational institution that will start by the spring 2018 term.
- Students who will graduate prior to the fall 2017 term will **not** be eligible to apply for the December 2017 awarded BILD scholarship.
- Have never been awarded a BILD/CLL nursing scholarship.



## When is the scholarship complete?

When the following **3** pieces have been completed and received by the BILD:

**1) Online completed candidate application**

To be completed in full and by the applicant only. The application has multiple pages. Please make sure to click next after each page and click SUBMIT at the end.

**2) Online completed manager's recommendation**

Send your manager the following link:

[https://docs.google.com/forms/d/e/1FAIpQLSfzOH3xdtSAC-6RS-eltoHzf7jL4S20RueO1PYAS1TpUE8I7A/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfzOH3xdtSAC-6RS-eltoHzf7jL4S20RueO1PYAS1TpUE8I7A/viewform?usp=sf_link) (control + click to follow the link). This electronic form is to be completed by the BILD Nursing Scholarship applicant's immediate manager. Click on SUBMIT to properly save all entered information. Mention the deadline date (**Thursday, November 9, 2017**) to the manager that is filling out your evaluation.

**3) Enrollment & Good Standing verification letter**

Statement confirming enrollment and good standing is to be completed by the BILD nursing scholarship applicant's current college or university *and not by the applicant*.

*Letters should be faxed to (314) 362-0966 or emailed to [scholarships@bjclearn.org](mailto:scholarships@bjclearn.org)*

Request a letter confirming your enrollment and good standing from your current college or university. The letter must contain the following:

- a) Be typed on school letterhead
- b) Have a signature from a school official (someone who can verify good standing and enrollment)
- c) Have verification of enrollment
- d) Verify applicant's good standing with the university (Computer screen print-outs of class enrollments are not acceptable)

## Frequently Asked Questions

### **How do I get an application?**

All applications and instructions are on [www.bjclearn.org](http://www.bjclearn.org). The direct link for the candidate application is at

[https://docs.google.com/forms/d/e/1FAIpQLScAY4wwhbW02pJfFfCR6AEfpzDju6DXwKvd35p5eByGlbs6g/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScAY4wwhbW02pJfFfCR6AEfpzDju6DXwKvd35p5eByGlbs6g/viewform?usp=sf_link).

(control + click to follow the link).

### **I have applied in the past, but was not awarded a BILD/ CLL Nursing Scholarship can I apply again?**

Yes, you can apply again. However, if you are awarded a scholarship, you are not eligible to receive another scholarship from the BILD.

### **• How are recipients selected?**

The BILD Nursing Scholarship selection team consists of two BJC Healthcare chief nursing officers and the Vice President of Learning and Development.



- **How will I know if I've been selected?**

The chief nurse officer from your hospital or service organization will contact you through the phone number or email address you provided on the application.

- **When will I know if I've been selected?**

**Early December, 2017** (time-frame approximate). All applicants will be emailed notification of their status to the address given on their online application.

- **Who coordinates the BILD Nursing Scholarship program funds after I am awarded the scholarship?**

The BILD scholarship coordinator will contact the recipients by email with directions for submitting school invoices and out of pocket expenses for payment or reimbursement.

- **What kinds of expenses are covered?**

Tuition, books, and lab fees. The BILD Nursing Scholarship funds will pay tuition costs directly to the college or university. The scholarship funds may not be used to repay student loans.

- **How long will the BILD Nursing Scholarship be available?** The December 2017 (time frame approximate) awarded scholarship can be utilized for two full calendar years from the date of the scholarship award

- **I have never been awarded a BILD/CLL nursing scholarship, and want to apply again. How can I increase my chances?**

Put as much of your personality as possible on the personal statement portion of your online application. Although neither portion should exceed a page, more than a few sentences may be necessary for the selection team to gain a better understanding of who you are. The personal statement should reflect your personal reasons for choosing healthcare as a profession, your professional goals, the passion that keeps moving you forward, etc. On the extracurricular activities portion you can write community volunteer work, healthcare, or clubs and organizations that you participate in. Also, make sure to check in with the BILD to make sure all your information has arrived, and has been completed properly.

- **How can I check on the status of my scholarship?**

It is the candidate's full responsibility to check on the application components (arrival and completeness). This includes your completed application, your manager's completed recommendation, signed enrollment verification, and sealed original transcripts. To check on the status of your BILD nursing scholarship information, please contact the scholarship coordinator at [scholarships@bjclearn.org](mailto:scholarships@bjclearn.org). Every attempt will be made to



return phone calls and emails during the last hours prior to the BILD Nursing Scholarship November 9, 2017 deadline. However, there is no guarantee of returned correspondence 3 business days prior to the deadline date.

- **How long will the application take to fill out?**

If the essay portions (personal statement and extracurricular activities portion) are filled out first in a separate word document), it should take approximately 15-30 minutes.

Contact the scholarship coordinator at [scholarships@bjclearn.org](mailto:scholarships@bjclearn.org), or 314-362-1144 with questions.