

# FAQs: The Inova Family Scholarship Program for Team Members' Children

---

[Who is eligible to apply?](#)

[When is the application deadline?](#)

[What is the Program timeline?](#)

[What are the selection criteria?](#)

[What are the details of the award?](#)

[Is this scholarship renewable?](#)

[I uploaded a document that no longer displays on my application. Do I need to submit it again?](#)

[How do I upload more than one file at a time?](#)

[How do I create a .zip file?](#)

[What is the difference between Official and Unofficial Transcripts?](#)

[What are the Do's and DON'Ts of uploading documents to my application?](#)

[Where and when should I send my supporting documents?](#)

[How and when will I receive notification?](#)

[What are my responsibilities if I am chosen as a recipient?](#)

[How and when are checks issued?](#)

[Are scholarships taxable?](#)

[Who administers this program?](#)

[My parent's employment makes me eligible for this scholarship. Whose contact information should I include?](#)

[Who do I contact for Additional Information or Questions?](#)

---

### Who is eligible to apply?

The Inova team member and the student applicants must meet **all** the following criteria to be eligible for this scholarship:

1. Inova team members must be full- or part-time, budgeted to work  $\geq 40$  hours per pay period and have at least five (5) years of consecutive service as of the date of application.
2. Inova team members must be employed with Inova Health System in an active benefits-eligible status and not on a Personal Leave of Absence or Long-Term Disability at the time the scholarship is awarded, including the annual distribution of awards.
3. Applicants must:
  - be dependents\* age 26 and under, and legal dependents of an Inova team member. (\*Dependent children are defined as natural children, stepchildren, or legally-adopted children living in the team member's household or primarily supported by the team member and claimed as a dependent on the team member's Federal Income Tax.)
  - be pursuing an undergraduate degree in a healthcare-related field.
  - be in the Junior/Senior year in college and already enrolled in a full-time undergraduate program of study at an accredited four-year college, university, or vocational-technical school for the entire academic year.
  - have a minimum grade point average of 2.0 on a 4.0 scale (or its equivalent).
  - show proof from the college or university they will be attending in Fall 2022.
  - submit ALL completed materials by the deadline (May 31, 2022 for the 2022-2023 school year).

### When is the application deadline?

May 31, 2022

### What is the Program timeline?

- **Application Opens:** April 20, 2022
- **Application Deadline:** May 31, 2022
- **Scholarship Recipients Notified:** June 2022, Edcor notifies award recipients
- **Scholarship Checks Issued:** August 2022

### What are the selection criteria?

An independent selection committee will evaluate the applications and select the recipients considering:

- Eligibility
- Academic grade point average (GPA)
- College/university and Healthcare major

**Selection will be eligibility based using the above-mentioned criterion.**

*Decisions of the selection committee are final and are not subject to appeal. No application feedback will be given.*

### **What are the details of the award?**

The Inova Family Scholarship Program for Team Members' Children awards scholarships of \$5,000 each, including those eligible to renew. Recipients may receive an additional \$5,000 for one additional year subject to continued eligibility.

Non-recipients may reapply to the program each year they meet eligibility requirements. Awards may only be used for tuition, books, and fees, and are for undergraduate study only.

### **Is this scholarship renewable?**

Yes.

Awards are renewable up to one additional year or until a bachelor's degree is earned, whichever occurs first. Students must complete and submit a renewal form within established guidelines. Guidelines include recipients meeting the renewal request deadline date, maintaining satisfactory academic performance in a full-time undergraduate program (maintaining a cumulative grade point average of 2.0 on a 4.0 scale or the equivalent), and continued employment by Inova of the recipient's parent/guardian.

Renewal students will be eligible to receive the full award if they are graduating in December.

The status **Complete** will display on the home page when all forms have been submitted and all documents have been verified.

### **I uploaded a document that no longer displays on my application. Do I need to submit it again?**

Previously uploaded documents that are no longer displayed with a status on the home page have been rejected. The most common reasons for a rejected document are:

- The document uploaded is not one of the accepted file types: **.pdf, .tif, .png, .gif, .jpeg, .jpg, .bmp and .xps.**

- The document uploaded was not the document requested.
- Not all pages of the document were contained in the file.
- Edcor cannot open the file. The file may be corrupted or password protected.

Refer to the upload section of your application for the details of the required documents and upload a new file that meets the criteria stated.

### How do I upload more than one file at a time?

You may create a .zip file containing more than one file as long as everything included is in an acceptable format (i.e. .Pdf, .tif, .png, .gif, .jpeg, .jpg, .bmp and .xps.)

### How do I create a .zip file?

To use this format, follow the steps outlined below:

1. Create a new folder on your Desktop - name it the document type you will be uploading. For example, Test Scores, Transcript, or Financial Documentation.
2. Move all the pages you wish to upload into the new folder.
3. Right click on the document from your Desktop, select “Send to,” followed by “Compressed (zipped) folder.”
4. Your new .zip file will be located on your Desktop ready to upload.

### What is the difference between Official and Unofficial Transcripts?

**Official transcripts** must be obtained through your college/university administration office or registrar office. These transcripts are normally printed on official letterhead and/or state that they are official. These may contain a signature.

*Note: Your official transcript may come to you in a sealed envelope, stating it will become unofficial if opened. When scanning or copying your official transcripts, a watermark may appear noting they are now unofficial. **Despite any watermarks or sealed envelopes, you may open the envelope if needed to upload the document. These documents will still be considered official for our purposes. When scanning or copying, you do not need to include a copy of the sealed envelope.***

**Unofficial transcripts** may be accessed through your school’s online student portal. These pages must still be converted to one of the acceptable file formats. There are free tools available that will allow you to save various documents (including web pages) as a PDF. Unofficial transcripts must contain your name, and the school name and contact information. Unofficial transcripts are acceptable to satisfy application requirements.

## What are the DO's and DON'Ts of uploading documents to my application?

### DO:

- Upload in the correct file format.
- Only upload the requested documents.
- Black out any Social Security numbers on the documents you are uploading. This is not required, but advised.
- Return to your Home page below to verify your documents have been accepted.  
[https://edcor.smapply.us/prog/inova\\_family\\_scholarship\\_program/](https://edcor.smapply.us/prog/inova_family_scholarship_program/)

### DON'T:

- Upload a **Microsoft Word™** document (.doc, .docx).
- Upload more than the requested documentation.
- Use your college/university-provided email address
- Assume your documents are correct and accepted once you have uploaded them.
- Upload a document stating you are mailing your documents.
- Assume the required document does not pertain to you. If the application states the document is required, your application will remain incomplete if you do not provide that document.
- Password-protect your uploaded documents. Password-protected documents will be rejected.

## Where and when should I send my supporting documents?

The required supporting documents must be uploaded to your online application by the application deadline. If you do not follow the upload instructions exactly, your application may not be considered. Documents that meet the criteria required for the scholarship application, and are uploaded by the deadline, will be processed and considered.

## How and when will I receive notification?

Notifications are sent to recipients and applicants not selected to receive an award **via email** by the end of June. For approved recipients, an **Acceptance** link will be displayed on the home page following the notification. Add Edcor Scholarship [noreply@mail.smapply.net](mailto:noreply@mail.smapply.net) to your email address book or "safe senders list" to ensure these important emails are not sent to your junk mail folder.

**Do not 'opt out' of any email sent from Edcor [noreply@mail.smapply.net](mailto:noreply@mail.smapply.net). You may not receive vital information regarding your scholarship application.**

*Note: Your email address will only be used to communicate with you about your scholarship applications or other opportunities administered by Edcor for which you may be eligible to apply. Edcor will not provide your email address to any third parties.*

### **What are my responsibilities if I am chosen as a recipient?**

You must enroll as a full-time undergraduate student at a two- or four-year university in the fall of the year in which the scholarships are awarded and continue the entire academic year without interruption unless approved by the scholarship sponsor. Notify Edcor should your check not arrive within 30 days of the issue date at [Scholarshipsupport@edcor.com](mailto:Scholarshipsupport@edcor.com).

### **How and when are checks issued?**

Checks will be issued in August to each recipient's mailing address and made payable to the institution on the profile page. It is the recipient's responsibility to send the check to the school for posting to their financial account.

### **Are scholarships taxable?**

The scholarship recipient is responsible for taxes, if any, that may be assessed against his or her scholarship award. The program will be administered in full compliance with IRS Procedure 76-47. Additional questions should be directed to a qualified tax advisor.

### **Program Administration**

To ensure complete impartiality in selection of recipients and to maintain a high level of professionalism, the program is administered by Edcor, a firm that specializes in managing sponsored scholarship programs.

### **My parent's employment makes me eligible for this scholarship. Whose contact information should I include?**

Student applicants must register using their personal email addresses. They should not use the parent/guardian's work email address and should not use their college/university provided email address. The 'My Profile' page on the application site should reflect the student applicant's (the person who is attending university) legal name and contact information. The required parent/guardian information is specifically requested on the application and is separate from the student applicant information.



### **Additional Information or Questions**

For additional information regarding the scholarship program,

**Visit:** [https://edcor.smapply.us/prog/inova\\_family\\_scholarship\\_program/](https://edcor.smapply.us/prog/inova_family_scholarship_program/)

**Email:** [scholarshipsupport@edcor.com](mailto:scholarshipsupport@edcor.com) or,

**Call:** 1-855-950-6301

*Edcor offices are open Monday through Friday from 9:00 AM to 5:00 PM Eastern.*