

**LOUISIANA NURSES FOUNDATION
WOODARD NURSING SCHOLARSHIPS
2018 Scholarship Application Directions
DEADLINE: POSTMARKED BY JUNE 15, 2018**

Hard copy submission of the completed application packet is required.

The following instructions are provided as a helpful guide for all applicants and their counselors:

- Read all submission instructions *very carefully* and follow directions in returning the application.
- **Applications and all supplemental materials must be POSTMARKED no later than 11:59 PM CDT on FRIDAY, JUNE 15, 2018. Materials postmarked after that time will NOT be considered regardless of the reason. Materials should be sent together as a single unit/packet.**
- **BEGIN gathering required materials early.** Do NOT wait until the last minute to send application and/or supplemental materials.
- **Questions regarding these instructions should be directed to the LNF/LSNA Office at: 225-201-0993 or by email to: lsna@lsna.org**
- **All applicants will be notified in late August/early September about whether or not they will receive a scholarship award.**

STEPS FOR COMPLETING APPLICATIONS

1. Scholarship applications are available on the LSNA website at: <http://www.lsna.org>
2. Click on the scholarship link to download the application. **Applications are posted in Microsoft Word and in a PDF file format, which requires Adobe Reader. For those who do not have Adobe Reader, a free copy can be downloaded at: <http://get.adobe.com/reader/>**
3. Once the scholarship application packet has been downloaded, applicants should **thoroughly read the application materials to make sure they meet minimum qualifications**. Applicants who do not meet the minimum requirements will not be considered by the reviewers.
4. **SAVE** the downloaded Scholarship application forms by clicking on the Save button on the file menu or by selecting File – Save.

5. If you meet the qualification criteria, complete the scholarship application in its entirety – **typed responses on forms is preferred**. Clearly printed responses will be accepted.
6. Upon completing the scholarship application, **SAVE the file**. **Suggested title of the saved file should use the applicant’s first and last name combined with LNF Woodard 2018 (for example: Jane Smith LNF Woodard 2018)**.

CHECKLIST OF MATERIALS FOR INCLUSION

Complete and assemble all the following and include as a single packet for mailing. **DO NOT USE STAPLES OR PAPER CLIPS**. Place forms (pp. 3, 4, 5, & 6) in consecutive order and all supplemental documents (Residency Validation/Notarized signatures, Motivation Statement, Academic Status Validation, signatures & Official transcript, FAFSA materials, etc.) as follows:

FORM I: Validation of Applicant’s Residency Status:

- ___ Complete form (p.3), sign, and obtain **notarized signature**. Be certain that all contact information, **especially email address & phone, are current, correct**.
- ___ Include your Statement of Motivation to Pursue a Career in Nursing (p. 4).

FORM II: Validation of Applicant’s Academic Status:

- ___ Complete form (p. 5) and obtain signature of a Nursing Program Administrative Official
- ___ Include letter of admission to clinical nursing coursework from your school
- ___ Include curriculum plan for your program of nursing
- ___ Include OFFICIAL academic transcript: To avoid delay, **obtain an official Spring, 2018 copy directly from your academic institution – usually at your school registrar’s office**. Transcript should reflect completion of the first term of required clinical nursing courses involving direct patient care in a clinical setting.

FORM III: Validation of Applicant’s Financial Status:

- ___ Complete Financial Need form (p. 6). Include current *FAFSA (Financial Aid Notification)* for 2017-2018; financial information/awards from your school if available; and your Student Aid Report (SAR). Include most recent documents.
- ___ Complete Itemized annual Income and Expense information, including **any TOPS award with end-date**. Your school can provide an annual Estimate of Cost of Attendance (check school catalogue). Also see: <http://collegecost.ed.gov/>
- ___ Include Written Statement of Financial Need.

SUBMITTING HARD COPY/ORIGINAL APPLICATIONS

1. ____Organize original completed application Forms I, II, & III and all supplemental documents (Residency Validation/Notarized signatures, Motivation Statement, Academic Status Validation, signatures & Official transcript, FAFSA materials, etc.) in consecutive order. **DO NOT USE STAPLES OR PAPER CLIPS. Make/keep a personal copy for your records.**
2. ____Mail the complete packet to **ensure postmark by 11:59PM CDT on June 15, 2018.** Upon request, the postal clerk can provide a simple receipt without additional charge. **The same deadline applies whatever mailing/delivery service is used.**

Mailing/Delivery Address:

The Louisiana Nurses Foundation

Attn.: LNF 2018 Scholarship & Awards Committee

543 Spanish Town Road; Baton Rouge, LA. 70802