

Nursing Excellence Scholarship Reference Sheet

How to Request a Payment

Submit the following two documents to the Edelman Center:

1. A current, itemized tuition bill/screenshot of your account showing your full name, the school's name, and an itemized list of charges. See attached example.

AND

2. A screen shot of the email approval for your Inova tuition benefit and/or the zero balance on your account. See attached examples to determine what we need from you.

Where to Submit your Request

Payment requests are only accepted by email to edelmancareercenter@inova.org.

Deadlines

- Please request payment as soon as you receive your Edcor approval. You do not need to wait until the end of the semester when Edcor pays. **Scholarship payments will not be processed before the end of the first week of class or more than 3 weeks after the end of the semester.**
- Scholarships are paid according to the payroll schedule. No additional checks will be issued.
- No payments are made between November 1 and December 31.

What Your Scholarship Covers

Your scholarship may be used for approved tuition and nursing-related lab and technology fees incurred after the scholarship award date only. Your scholarship will not cover books, parking, travel, late fees or student fees. Study abroad programs are not covered. No retroactive payments.

Requirements and Limitations

- You will not be issued scholarship funds until you have exhausted your Inova tuition reimbursement (via Edcor).
- You must remain in a budgeted, benefit-eligible status. If you leave Inova within 2 years of receiving the scholarship, by choice or by termination, you may be asked to pay back your scholarship.
- Nursing Excellence Scholarships are taxable and must be reported on Form W-2.

Payment Schedule

Submit By	02/01/2019	For payment on	2/15/2019	Submit By	06/21/2019	For payment on	7/5/2019
Submit By	2/15/2019	For payment on	3/1/2019	Submit By	7/5/2019	For payment on	7/19/2019
Submit By	3/1/2019	For payment on	3/15/2019	Submit By	7/19/2019	For payment on	8/2/2019
Submit By	3/15/2019	For payment on	3/29/2019	Submit By	8/2/2019	For payment on	8/16/2019
Submit By	3/29/2019	For payment on	4/12/2019	Submit By	8/16/2019	For payment on	8/30/2019
Submit By	4/12/2019	For payment on	4/26/2019	Submit By	8/30/2019	For payment on	9/13/2019
Submit By	4/26/2019	For payment on	5/10/2019	Submit By	9/13/2019	For payment on	9/27/2019
Submit By	5/10/2019	For payment on	5/24/2019	Submit By	9/27/2019	For payment on	10/11/2019
Submit By	5/24/2019	For payment on	6/7/2019	Submit By	10/11/2019	For payment on	10/25/2019
Submit By	6/7/2019	For payment on	6/21/2019	No payments are made after 10/25/19 until January 2020			