



**GEORGINA WILLIAMS MEMORIAL SCHOLARSHIP**

**SCHOLARSHIP APPLICATION FORM**

**Scholarship for the Dependents of NLHIMA Members**

Date of Application \_\_\_\_\_ Date Received \_\_\_\_\_ Date Approved \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Applicant's Home Telephone Number \_\_\_\_\_

Name of NLHIMA Member \_\_\_\_\_ Member's Telephone Number \_\_\_\_\_

Member's Employer \_\_\_\_\_

Address of Employer \_\_\_\_\_

Membership Status : Active \_\_\_\_\_ Associate \_\_\_\_\_ Honorary \_\_\_\_\_

Name of Post Secondary Institution \_\_\_\_\_

Address of Institution \_\_\_\_\_

\_\_\_\_\_

Academic Program Attending \_\_\_\_\_

Have you been accepted into the program? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you enrolled as a full-time student in this program? Yes \_\_\_\_\_ No \_\_\_\_\_

Length of Course \_\_\_\_\_

Anticipated date of graduation \_\_\_\_\_

**EDUCATION HISTORY:**

|  | <b>Attendance<br/>Period</b> | <b>Graduation<br/>Date</b> | <b>Major</b> | <b>Degree/Diploma Received</b> |
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| <b>High School</b> |  |  |  |  |
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| <b>Post Secondary Institution</b> |  |  |  |  |
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| <b>Other</b> |  |  |  |  |
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## SCHOLARSHIP FOR THE DEPENDENTS OF NLHIMA MEMBERS

One \$500 scholarship will be awarded annually to the dependent of an NLHIMA member.

### 1. Criteria

- 1.1. Applicant must be a dependent of an NLHIMA member in good standing.
- 1.2. Applications will only be considered from students who are / were enrolled and can present proof of full time enrollment in a post secondary institution during the calendar year of the scholarship.
- 1.3. The program taken must be of at least one academic year's duration.
- 1.4. Each student may receive only one scholarship.
- 1.5. Former recipients of this scholarship are not eligible to apply.
- 1.6. Application shall be made to the NLHIMA member (parent / guardian) of the student.
- 1.7. Scholarship will be awarded based on student's Essay.

### 2. Application Process

- 2.1. Application for this scholarship must be submitted on the appropriate form by an NLHIMA member.
- 2.2. Application must be accompanied by :
  - 2.2.1. Two letters of reference from applicant, i.e.: teacher, principal, employer or clergy.
  - 2.2.2. Confirmation of acceptance into program selected.
  - 2.2.3. 500 Word Essay on Career of applicant's choice.  
*It is important to note that the essay should not include any identifying information.*
- 2.3. Applications must be received by the third Friday in October of each year. In the event of no applications being received by the October deadline, members will be advised in writing. A second and final opportunity, for submission of applications, will be offered. This action will be the responsibility of the Chair of the Finance Committee. The deadline for receipt of second call applications will be the 3<sup>rd</sup> Friday in January of the subsequent year. Completed application forms are to be sent to :  
The Georgina Williams Memorial Scholarship  
Newfoundland & Labrador Health Information Management Association  
P. O. Box 39029  
St. John's, NF  
A1E 5Y7

### 3. Procedure

- 3.1. The Finance Committee will review the applications at the November meeting. In the event of a second call, applications will be reviewed at the February meeting.
- 3.2. The Treasurer will assign a number to the application package. The essay(s) will be assigned the corresponding number. The Treasurer will present only the essay(s), to the Executive, at the November Executive meeting, for selection of a winner. In event of a second call, the essay(s) will be presented at the February Executive meeting.
- 3.3. The Treasurer will not have a vote in the decision making.
- 3.4. If an applicant is a dependent of an Executive member, that Executive member will abstain from voting.
- 3.5. The Essay will be judged on presentation, format and content. The decision of the Executive will be final and their discussions will be kept confidential.
- 3.6. The Essay will be returned to the Treasurer to identify the successful applicant. The Finance Committee will notify the Executive of the name of the winner.
- 3.7. The Treasurer will issue the check to the winner.
- 3.8. The presentation of the award should, where possible, be tied in with awards night and presented by an NLHIMA member.
- 3.9. The scholarship will be awarded on or before the 1st Friday in December. In the event of a second call, the scholarship will be awarded on or before the 4<sup>th</sup> Friday in February.
- 3.10. If the recipient of scholarship is unable to complete the program of studies for which the scholarship was granted, the Committee reserves the right to terminate payment or to require repayment of the scholarship monies.

REVISED 2001