

## Conditions and Instructions

### TAMMY SAVAGE SCHOLARSHIP AWARD

Please read the following:

All requested items for the scholarship must be submitted, by the deadline, to **Douglas Education Center c/o Tammy Savage Scholarship Committee, 130 7th Street Monessen, PA 15062**. All requested items must be submitted together, i.e. enclose your application, references and essay in one package.)

This award will be presented to an outstanding individual with exceptional character, determination, perseverance and the will to succeed and help others, similar to those characteristics exuded by Tammy Savage herself. This award is an honor as it distinguishes one as “exceptional” and should be considered a significant achievement.

- There will be one (1) scholarship offered for new students each award year (July 1 – June 30), beginning with the Fall semester and continuing for the Spring and Summer semesters until awarded. In the event a scholarship is not awarded or not accepted, DEC has the option to transfer said scholarship from one group to another or from one semester to the following, however; if the scholarship is not awarded during the award year, it will not be carried forward to a future award year.
- The total monetary amount of the scholarship will be 25% of the tuition for the following programs: Medical Assistant Program and Medical Billing and Coding Program. The total scholarship amount will be applied at 25% of the tuition charge.
- The total value of each scholarship per program is as follows:
  - \$5,425.00 - Medical Assistant Program
  - \$5,425.00 - Medical Billing and Coding Program

- The scholarship will be awarded to an incoming student demonstrating talent and submitting the following scholarship requirements:
  - Completed and submitted enrollment application to Douglas Education Center
  - Tammy Savage Scholarship Application
  - An essay answering the following: 1. How an education in the medical field will change my life: and 2. My educational and professional goals are:
  - Two references from teachers, employers, community leaders, etc. Please have your references indicate their relationship to you and how long they have known you. Your reference also must include a statement that attests to your commitment to higher education in the medical field. Your references must include their telephone number so that the committee may contact them.
  
- The deadlines to submit scholarship applications are:

Fall Semester:	August 1
Spring Semester:	December 1
Summer Semester:	April 1
  
- All completed scholarship application information must be received by the deadline for award consideration. Submit your application information specifically to the Tammy Savage Scholarship Committee at Douglas Education Center. Be sure to identify your submissions with your complete contact information.
  
- Recipients must continue to maintain Satisfactory Academic Progress as described in the school catalog in order to remain eligible from semester to semester. The scholarship is renewable for no more than the total number of semesters required to complete the applicable program and is non-transferable. A withdrawal from school or unapproved leave may cause the recipient to forfeit the remainder of the scholarship. A withdrawal calculation will be performed on this fund source using a pro rata basis and award amounts will be rounded up to the next whole dollar. Calculations of other forms of aid will be handled in accordance with federal/state/institutional refund policies. Scholarships are to be used in the semester initially awarded and cannot be transferred to another semester if the student does not start school. Scholarships cannot be redeemed for cash or transferred to another student. Scholarships are intended for use only at Douglas Education Center.

- The Scholarship Committee shall consist of one (1) administrative staff members of Douglas Education Center, not affiliated with the enrollment or financial aid processes, at least one (1) member of the medical faculty and final review will be done by Tammy Savage or her representative of choice. Review of the applications shall take no longer than two (2) weeks of the deadline dates.
- The recipient of the scholarship will be contacted with the decision and will need to accept or decline the award within ten (10) days of the offer.
- Applicants may not use a submission from a prior semester for a future application. You must submit a new application for each term for which you are applying.
- Scholarship conditions apply to all applicants and recipients, and are listed in the school catalog.
- The scholarship recipient is highly encouraged to write a letter of thanks to Tammy Savage, c/o Douglas Education Center.