

Procedure for Scholarship Recipients

1. For individuals petitioning or not yet enrolled in the program: student shall provide email updates at minimum each semester to their respective Director:
Lab: Dani Shear dshear@ramchealth.org
Nursing: Melissa Southworth msouthworth@ramchealth.org.
Surg Tech: Nicole Kurth nkurth@ramchealth.org
2. When you receive an invoice for your tuition, please complete a “Tuition Scholarship Payment Request Form” and submit the form and invoice to Ryan Bohlen (HR Director) at rbohen@ramchealth.org. The invoice will be paid directly to your school.
3. Upon completion of each semester, each student will submit a copy of their grades/ transcript to their respective Director:
Lab: Dani Shear dshear@ramchealth.org
Nursing: Melissa Southworth msouthworth@ramchealth.org.
Surg Tech: Nicole Kurth nkurth@ramchealth.org
Respiratory Therapy: Jennifer Horkan jhorkan@ramchealth.org
4. Grades must be submitted within 30 days of completed term. No further tuition payment will be dispersed until previous semester grades are received. Failure to satisfy the minimum passing grade will result in denial of future payments to the institution.
5. A passing grade is defined as an “A,” “B,” or “C” grade.
6. If the course is a “Pass/Fail,” a “Pass” is acceptable.
7. Any break in the student’s participation in the program must be approved in advance by RAMC and shall not exceed one (1) semester total.