



**SAINT JAMES-JOHN W. ALBRECHT
MEDICAL CENTER**

EDUCATIONAL ASSISTANCE PROGRAM Terms and Conditions

- ❖ OSF Saint James – John W. Albrecht Medical Center and OSF Saint James Auxiliary offers its Educational Assistance Program for qualified students entering, or continuing in, a healthcare field.
- ❖ Open to all high school seniors or college students currently enrolled in an accredited college or university.
- ❖ Must reside in Livingston County or a surrounding community served by OSF Saint James Medical Center.
- ❖ Applicants must submit a completed application form, an official copy of their transcript from their latest academic year, a short essay, and letters of recommendation.
- ❖ Financial assistance must be applied toward tuition and fees and will be paid directly to the college or university. The amount of assistance (ranging from \$1000-\$5000) will be based on each student's educational achievement, essay content, financial need and letters of recommendations.
- ❖ Each student that is offered Educational Assistance must agree to work at OSF Saint James Medical Center for a specific period of time following graduation. This period of employment will be designated on documents signed by the student. If this period of employment is completed, student will be under no obligation to repay the money received from this Educational Assistance Program.
- ❖ If student fails to become employed by OSF Saint James Medical Center within 60 days of completing their degree, or employment terminates for any reason prior to completing the required period of employment, the gross amount paid to student under this agreement must be repaid to the facility.
- ❖ Each student that is offered Educational Assistance must decide whether to accept the monetary amount as a "sign-on bonus" or a "student loan".
 - Sign-on Bonus: money is taxed at the time the amount is paid just as if the student were a current employee of the facility.
 - Student Loan: money is taxed after the student has completed the required period of employment.

For questions or more information, please contact OSF Saint James Medical Center Human Resources at 815-842-4949 or 815-842-4923.