

# West Virginia Nursing Scholarship Program

## Post-Graduation Requirements Guide

The following letter was created to guide you on the requirements of the scholarship and what you need to do to complete the service obligation. Please read this guide in its entirety to better understand what you need to do to fulfill and verify your service obligation.

### THE SERVICE OBLIGATION

The promissory note you signed requires you work in West Virginia as a nurse for a certain amount of time, depending on the specific type of scholarship you received and how many academic years you were awarded. Depending on what kind of scholarship you received, you must meet the following requirements:

#### LPN Service Obligation

- One year for each year the award is received.
- Position held must have a minimum requirement of an LPN license.
- Work must be full-time in WV as defined by employer
  - Full-time requirement can be met through more than one form of employment as long as time worked per week is equivalent to 36 hours or more per week.

#### RN Service Obligation

- Two years for every year the award is received.
- Position held must have a minimum requirement of an RN license.
- Work must be full-time in WV as defined by employer
  - Full-time requirement can be met through more than one form of employment as long as time worked per week is equivalent to 36 hours or more per week.

#### Masters or Doctoral Nursing Service Obligation

- Two years for every year the award is received.
- Work must be as a nurse educator at a nursing program in WV.
- Work must be full-time as defined by employer.
  - Full-time requirement can be met through more than one form of employment and participants may teach and practice concurrently if the equivalent is a full-time status of 36 hours or more per week.
  - At a minimum, part of work must include employment as a nurse educator at a nursing program in WV.
  - The service obligation may not be met within recipient is concurrently receiving an award. Only service following completion of a program counts towards the service obligation.

#### LPN Teaching Certificate Service Obligation

- One year for every year the award is received.
- Work must be as an LPN educator at a nursing program in WV.
- Work must be full-time as defined by employer.
  - Full-time requirement can be met through more than one form of employment and participants may teach and practice concurrently if the equivalent is a full-time status of 36 hours or more per week.
  - At a minimum, part of work must include employment as a nurse educator at a nursing program in WV.
  - The service obligation may not be met within recipient is concurrently receiving an award. Only service following completion of a program counts towards the service obligation.

**To follow the requirements of the promissory note, you must submit Employment Verification Forms to the West Virginia Center for Nursing.** This scholarship will become a loan if you do not verify your service. Following your graduation, you enter a grace period of 6 months. These 6 months allow students to obtain nursing licensure and secure employment in West Virginia as a nurse. **If you do not pass the licensure examination and obtain employment within the 6-month grace period, you should contact the West Virginia Center for Nursing immediately to avoid having to repay the award.**

## EMPLOYMENT VERIFICATION

To verify your service obligation, you must complete an Employment Verification Form and return it to the West Virginia Center for Nursing. **You are required to submit an Employment Verification Form each year on the anniversary date of the first date of your employment until your service obligation is completed or if you change jobs.**

**Example** – If you start working June 17<sup>th</sup> 2019, you are required to submit one form each year in June until your service obligation is complete. A one-year obligation would require two forms – one in June 2019 and one June 2020. A two-year obligation would require three forms – one in June 2019, one in June 2020, and one in June 2021.

If you submit a form late, you are still required to submit forms on this schedule, but you may receive a bill from Heartland ECSI requesting repayment. As long as you submit the form as soon as possible, you do not have to repay the award. Once an account is turned over to collections, the process for pulling someone out is much more complicated and may result in an impact on your credit history.

Once the last form is turned in showing you have completed the obligation, the award will be cancelled out of Heartland ECSI. In cases of a job change, you must submit an Employment Verification Form showing the end date of employment with your previous facility and another Employment Verification Form showing your start date at your new facility. The Employment Verification Form can be found:

- [West Virginia Center for Nursing website](#)
- [College Foundation of West Virginia website](#)

All scholarship disbursements are uploaded to ECSI for processing. Employment verification forms allow your account to be deferred for one year in your ECSI account until your service obligation is completed and the total amount of the scholarship award is cancelled. If forms are not submitted in a timely manner, you may receive bills to repay your scholarship from ECSI. **If you receive a bill but you are actively working in WV as a nurse, you should contact the Center to ensure it has a current employment verification form for you on record.**

The service obligation may be delayed or interrupted in events of extended leave. Such examples of extended leave from work include maternity leave, employer approved family medical leave, extended illness, military service, obtaining another degree, etc. Recipients must submit a service obligation extended leave form describing the event for approval by the West Virginia Center for Nursing. After review and approval, a recipient's service obligation may be delayed or deferred for a period of time depending on circumstances. If a recipient has begun a service obligation before obtaining a deferment, the period of deferment will be added to the length of the service obligation.

## REPAYMENT OF THE SCHOLARSHIP

**If you have do not complete the service obligation, the scholarship will convert to a loan that you are required to payback, plus interest.** No matter the circumstances – even if you did not finish school or your education does not meet your expectations. Making monthly on time payments will help build your credit score, but if you do not repay your loan, it will negatively affect your credit score and impact your ability to borrow money for any reason in the future. All the rules and regulations available to you under your scholarship/loans are documented in the promissory note.

One month after the 6 month grace period ends, your first payment is due. If you fail to repay this loan as agreed, the total loan amount may become due and payable immediately, be placed with a professional collection agency to pursue repayment of the loan and be reported to the Credit Bureau as past due. Additional fees incurred with these actions will be the Borrower's responsibility.

We contract with ECSI to service your account. ECSI is not a collection agency but a third-party vendor that handles our billing and payments. Please feel free to contact ECSI about your account at:

Website and Live Chat: [www.ecsi.net](http://www.ecsi.net)  
Email: [webcservice@ecsi.net](mailto:webcservice@ecsi.net)  
Phone: (888) 549-ECSI or (888) 549-3274  
Fax: (866) 291-5384  
Mail: WV Higher Education Policy Commission c/o ECSI  
181 Montour Run Road  
Coraopolis, PA 15108

**You might need the following information access your account:**

HEPC School Code: ACWL  
Account Number: Social Security Number  
PIN: Yours assigned PIN number

You will receive billing information which states the interest rate, payment amounts, and payment methods. The methods may include:

1. ACH (Automated Clearing House) -- an automatic deduction each month from your checking or savings account. You will save money by not writing a check or paying postage.
2. Billing statements -- sent each month as a convenient reminder.
3. E-billing-Statements - sent electronically to your email account.

### **RECIPIENT CONTACT INFORMATION**

It is your responsibility to notify us if your contact information changes. Please contact the West Virginia Higher Education Policy Commission, or ECSI, with any changes in your name, address, phone, or employment situation. Contact the West Virginia Center for Nursing with questions about the service obligation requirement.

**West Virginia Higher Education Policy Commission**

Email: [wvfinancialaid@wvhepc.edu](mailto:wvfinancialaid@wvhepc.edu)  
Phone: (304) 558-4618  
Address: 1018 Kanawha Blvd. East, Suite 700  
Charleston, WV 25301

**West Virginia Center for Nursing**

Email: [nursing@wvhepc.edu](mailto:nursing@wvhepc.edu)  
Phone: (304) 558-0838  
Address: 1018 Kanawha Blvd. East, Suite 700  
Charleston, WV 25301

