



MINORITY HEALTH WORKFORCE DIVERSITY SCHOLARSHIP RULES AND REGULATIONS

RULE 1 – ORGANIZATION AND STRUCTURE

- I. The Arkansas Minority Health Commission (AMHC) shall administer the Minority Healthcare Workforce Diversity Scholarship within the policies set by the Arkansas Minority Health Commission Board. All formal communications shall be addressed to or signed by the Director of the Arkansas Minority Health Commission.
- II. The Director of the Arkansas Minority Health Commission has the final responsibility for selecting scholarship recipients pursuant to mission, vision and goals of the Commission.

RULE 2 – SCHOLARSHIP ELIGIBILITY CRITERIA

Eligibility Criteria:

An applicant must meet the following requirements to be eligible to receive the Minority Health Workforce Diversity Scholarship:

- A. The applicant must be a citizen of the United States or a permanent resident alien.
- B. The applicant shall be a bona fide resident of the state as defined by the Department of Higher Education for a minimum of twelve (12) months immediately before the date on which the student applies.
- C. The applicant shall be enrolled in an approved institution of higher education as a full-time or part-time first-time student, as defined by the Department of Higher Education.
- D. The applicant must be enrolled in a program of study that leads to or is creditable towards a field of health (i.e. medicine, nursing, pharmacy, dental, radiology, allied health, public health, and/or health related professions). These programs include graduate degree programs, baccalaureate degree programs, associate degree programs, qualified certificate programs and nursing school diplomas, which require concurrent college enrollment.
- E. Applicants must certify that they are tobacco-free and must pledge in writing on the application form to refrain from the use of tobacco. "Tobacco" includes any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means or any component, part, or accessory of a tobacco product to

- F. include but not limited to: any lighted or unlighted cigarette, cigar, pipe, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew, snus, and snuff, in any form including, “e-cigarette” and Electronic Nicotine Delivery Systems (ENDs). This pledge includes alcohol for applicants less than twenty-one years of age.
- G. Applicants must represent a racial minority population underrepresented in health workforce. Minority populations as defined in Act 912 of 1991 include: Black American, Hispanic American, Native American/American Indian, and Asian American. The Arkansas Minority Health Commission also includes Marshallese as an eligible racial minority.

RULE 3 – APPLICATION PROCESS

I. Application

Students must submit an application for the Minority Health Workforce Diversity Scholarship to the Arkansas Minority Health Commission. The Arkansas Minority Health Commission will provide application forms to any individual upon request. The applicant must complete the Minority Health Workforce Diversity Scholarship application and essay to be considered for the scholarship.

II. Submission of Application and Application Deadline

Any interested minority student planning to enroll in an eligible public or private college or university in Arkansas may apply.

The Arkansas Minority Health Commission shall establish the deadline for receipt of applications each year. The deadline date shall be clearly printed on the application. All applications and supporting documentation must be received by the Arkansas Minority Health Commission by the established deadline date in order to be considered. It is the responsibility of the individual applicant to ensure that the application is received by the Arkansas Minority Health Commission by the deadline date.

*If any deadline date occurs on a weekend or holiday, the deadline will be extended to the following business day.

III. Amount of Scholarship

The amount of the annual scholarship awarded to each recipient shall be as follows:

- A. A full-time recipient shall be awarded in the amount of one thousand dollars (\$1,000) per academic year;
- B. A part-time recipient shall be awarded in the amount of five hundred dollars (\$500) per academic year.

RULE 4 - AWARD PROCESS

Arkansas institutions of higher education will award the Minority Health Workforce Diversity Scholarship to eligible students based on the criteria below.

- A. Awards will be made based on minority students enrolled in a degree of study that leads to or is creditable towards a field of health (i.e. medicine, nursing, pharmacy, dental, radiology, allied health, public health, and/or health related professions).
- B. Applications will be reviewed for completeness and to determine whether the applicant meets all the required eligibility requirements. Applicants will be notified regarding receipt of all required documentation of the status of their application.
- C. The Arkansas Minority Health Commission shall notify the students of their status as eligible. The notice provides instructions for receiving an award and defines the recipient's responsibilities.
- D. The Arkansas Minority Health Commission shall notify applicants who are determined to be ineligible and provide the reason for ineligibility.

RULE 5 – SCHOLARSHIP PAYMENT POLICIES

Payment of Scholarship

The Arkansas Minority Health Commission shall disburse scholarship funds to the approved applicants. The Arkansas Minority Health Commission shall send funds to the applicant via electronic funds transfer or state warrant, after verification of full-time or part-time enrollment in a state institution. The scholarship fund payment will correspond to academic terms or equivalent time periods at the eligible institution not to include summer terms. Students who withdraw from school may owe a refund to the program.

Minority Health Workforce Diversity Scholarship is not automatically renewable. Students must apply each year and awards will be made based on the amount of funds available.

RULE 6 - PROGRAM DEFINITIONS

The following definitions are used in the Minority Healthcare Workforce Diversity Scholarship:

A. APPROVED INSTITUTION

A state-supported two-year or four-year college or university or technical institute located in the State of Arkansas that is accredited by the North Central Association, Commission on Higher Education, or has achieved candidacy status, and does not discriminate against applicants, or employees on the basis of race, color, religion, sex, age, handicap, or national origin, consistent with the provisions of applicable state and federal laws.

B. *ACADEMIC YEAR*

Fall semester and spring semester only.

C. *CITIZEN*

A person who is a U.S. citizen or a permanent resident alien. If the recipient is not a U.S. citizen, but a permanent resident alien, the recipient must attach a copy of the permanent resident alien card to the application.

D. *ELIGIBLE APPLICANT*

Any minority applicant who is enrolled in a program of study that leads to or is creditable toward a field of health (i.e. medicine, nursing, pharmacy, dental, radiology, allied health, public health, and/or health related professions).

E. *MINORITY*

Act 912 of 1991 defines minority as Black Americans, Hispanic Americans, Asian American and American Indian/Native American. The Arkansas Minority Health Commission also recognizes the Marshallese population as minority.

F. *FULL-TIME STUDENT*

Twelve (12) college credit hours or its equivalent per semester for the first semester and fifteen (15) credit hours or the equivalent thereafter.

G. *PART-TIME STUDENT*

Six (6) college credit hours or its equivalent per semester for students.

H. *QUALIFIED CERTIFICATE PROGRAM*

A program that is:

- A. Offered by an approved institution of higher education;
- B. Shorter in duration than an associate degree for which credit hours awarded are creditable towards an associate degree; and
- C. Recognized by the United States Department of Education for financial aid purposes.

I. *TUITION*

Charges levied for attendance at an eligible institution of higher education including mandatory fees charged to all full-time or part-time students by the approved institution.