

## Patricia Frist Memorial Scholarship

### Frequently Asked Questions – 2025-26 Scholarship Program

#### Program Overview

- What is the Patricia Frist Memorial Scholarship?
- Who is eligible to apply?
- When is the application deadline?
- Does the scholarship apply to any field of study?
- What if I'm a first-generation college student?
- Are homeschooled students eligible for the program?
- What is the Program timeline?
- Is this award renewable?
- Are all applicants guaranteed a scholarship?
- Who administers this Program?

#### Award Details

- What are the selection criteria?
- What are the details of the award?
- What are my responsibilities if I am chosen as a recipient?
- How and when are funds issued?
- How do I change my college choice?

#### Application Details

- Which school should I list on the application if I have not made a final decision?
- My parent's employment makes me eligible for this scholarship. Whose contact information should I include?
- What is the difference between Official and Unofficial Transcripts?
- What supporting documentation is required for this application?
- Where and when should I send my supporting documents?

#### Notifications

- How will I be notified about the status of my application?
- What notifications will be sent to me?
- Who will notifications be sent from?
- When will I receive notifications?
- Can I opt out of notifications?

#### Document Upload

- What should be visible on my documents?
- What are the acceptable file types?
- Why can't I upload a Word document?
- One of the documents I uploaded has a status of Rejected. What do I do now?
- How do I upload more than one file at a time?
- How do I create a .zip file?
- How long does it take to process my uploaded documents?
- The deadline has passed, and my documents are still Processing. What does that mean?
- What are the DOs and DON'Ts of uploading documents to my application?

#### Other Important Information

- Are scholarships taxable?
- ISTS Student Support Hub
- Contact Information

## Program Overview

---

### What is the Patricia Frist Memorial Scholarship?

The Patricia Frist Memorial Scholarship, funded by the HCA Healthcare Foundation, offers scholarships of up to \$6,000 for higher education expenses for dependent children of eligible employees.

### Who is eligible to apply?

To be eligible for this award, you must meet the following criteria:

#### 1. Dependent Child Requirement

- You must be a dependent child, age 26 or under, of a full-time or part-time U.S. employee of an HCA Healthcare, Inc. affiliate.
- Your qualifying employee must have a minimum of 90 days of employment with the company as of February 15, 2025.\*
  - A "dependent child" is defined as a biological child, stepchild or legally adopted child living in the employee's household or primarily supported by the employee.
  - Children of employees with the title of Corporate Senior Vice President and above are ineligible.

#### 2. Academic Status

- You must be one of the following:
  - A high school senior, graduating no later than June 30, 2025.
  - A high school graduate who has not yet enrolled in undergraduate study.
  - A current undergraduate student.

#### 3. Enrollment Plan

- You must plan to enroll full-time (typically 12 credit hours) in an undergraduate course of study at an accredited, not-for-profit\*\* two- or four-year college, university, or vocational-technical school in the United States.
- You must remain enrolled for the entire 2025-26 academic year.

\* *Per IRS guidelines, previous scholarship recipients are eligible to apply even though their parent or guardian may no longer be employed by an HCA Healthcare affiliate.*

\*\* *"Not-for-profit" status will be confirmed using the National Center for Education Statistics' [College Navigator](#) tool. In order to be eligible to receive funds from the Patricia Frist Memorial Scholarship, College Navigator must display an Institution Type of 'Not-for-Profit' or 'Public'. No exceptions will be made.*

### When is the application deadline?

February 15, 2025

### Does the scholarship apply to any field of study?

Yes. Any field of study is eligible. However, STEM (Science, Technology, Engineering and Math) studies are preferred.

### **What if I'm a first-generation college student?**

We welcome all interested applicants, but first-generation college students<sup>§</sup> will be given preference.

<sup>§</sup> A first-generation college student does not have a parent/guardian with a completed bachelor's degree or higher.

### **Are homeschooled students eligible for the program?**

Yes. Homeschooled students are eligible for the program if considered a high school senior and graduating by the end of the current school year.

### **Are dual enrollment high school students eligible for the program?**

No, only current graduating high school seniors and high school graduates are eligible to apply.

### **What is the Program timeline?**

- Application Open: January 3, 2025
- Application Deadline: February 15, 2025
- Notification of Selection Results: No later than May 15, 2025
- Funds Disbursed: No later than August 1, 2025

### **Is this award renewable?**

The Patricia Frist Memorial Scholarship is not renewable; however, recipients are welcome to reapply in subsequent years provided they continue to meet eligibility criteria.

### **Are all applicants guaranteed a scholarship?**

No. This is a competitive scholarship program; not all applicants will be selected as recipients. The number of recipients will depend on the total number of applications submitted and must be in full compliance with IRS 76-47 which regulates the scholarship program.

### **Who administers this Program?**

To ensure complete impartiality in the selection of recipients and to maintain a high level of professionalism and security, the program is administered by International Scholarship and Tuition Services, Inc. (ISTS), an independent company that specializes in managing sponsored educational assistance programs.

## Award Details

---

### What are the selection criteria?

ISTS evaluate the **Complete** applications and select recipients considering:

- Academic achievements and records
- Demonstrated leadership & participation in extracurricular activities, community involvement & volunteerism
- Work experience
- Unusual personal/family circumstances

Preference will be given to first-generation college students and students pursuing STEM majors.

*In no instance does any officer or employee of the HCA Healthcare Foundation or HCA Healthcare play a part in the selection. Decisions are final and are not subject to appeal. No application feedback will be given.*

### What are the details of the award?

- Scholarship awards range in value from \$2,000 to \$6,000.
  - Financial data will be reviewed to determine the amount of each award.
  - Recipients who choose not to supply the requested financial information or do not demonstrate financial need as calculated by ISTS will be eligible to receive a \$2,000 award.
- Scholarships will be applied to eligible higher education expenses required for a full-time course of study at an accredited, not-for-profit\* institution in the United States; these institutions include two-year colleges, four-year colleges/universities, and vocational/technical schools.
- Scholarships are not renewable; however, recipients are welcome to reapply in subsequent years provided they continue to meet eligibility criteria.

\* “Not-for-profit” status will be confirmed using the National Center for Education Statistics’ [College Navigator](#) tool. In order to be eligible to receive funds from the Patricia Frist Memorial Scholarship, College Navigator must display an Institution Type of ‘Not-for-Profit’ or ‘Public’. No exceptions will be made.

### What are my responsibilities if I am chosen as a recipient?

You must enroll as a full-time undergraduate student in the fall of the year in which the scholarships are awarded. You must continue the entire academic year without interruption unless approved by the scholarship sponsor. You are responsible for delivering your scholarship check(s) to the proper office at your institution with its attached instructions. You should notify ISTS should your check not arrive within 30 days of the issue date.

### How and when are funds issued?

- Funds will be issued in early August.
- If your institution will accept an ACH (electronic) payment, funds will be sent directly to your school as ACH payments on your behalf.
- If your institution will not accept an ACH payment, a check will be issued made payable to the institution listed on your **Profile** page only. *Your scholarship checks cannot be made payable to you, the applicant.* The check will be mailed to your home address so that you may deliver it to the correct office at your institution.
- You will receive an email notification once your funds have been issued.

## How do I change my college choice?

Make sure your **Profile** page indicates your final college choice. It is your responsibility to make sure your **Profile** page is correct at least 30 days prior to the check issue date listed above. If your scholarship check needs to be reissued for any reason, a reissue fee may apply.

## Application Details

---

### Which school should I list on the application if I have not made a final decision?

You should list your first-choice school on the application. You can change your college choice any time prior to the application deadline. If selected as a recipient, you will be asked to confirm your final school choice. If your school changes after the acceptance deadline, you will be able to update this information on your **Profile** page.

### My parent's/guardian's employment makes me eligible for this scholarship. Whose contact information should I include?

You, the applicant, must register for an account with a personal email address. *Do not use a parent's/guardian's work email address.* Your **Profile** page should reflect your legal name and contact information. Any required information related to your parent/guardian is specifically asked for on the application.

### What are the differences between Official and Unofficial Transcripts?

**Official transcripts** must be obtained through your high school administration office or your college registrar office. Transcripts are normally printed on official letterhead and/or state that they are official. Transcripts may contain or require a signature.

*Note: Your official transcript may come to you in a sealed envelope, stating it will become unofficial if opened. When scanning or copying your official transcripts, a watermark may appear noting that they are now unofficial. **Despite any watermarks or sealed envelopes, you may open the envelope if needed to upload the document. These documents will be considered official for our purposes.** Acceptable file types are **.pdf, .tif, .png, .jpeg, .jpg, .bmp and .xps**. When scanning or copying, you do not need to include a copy of the sealed envelope.*

**Unofficial transcripts** may be accessed through your school's online student portal. These pages must still be converted to one of the acceptable file formats. **Unofficial transcripts must contain your name.**

### What supporting documentation is required for this application?

- High School Transcript (*current high school seniors and college freshmen*)
- ACT/SAT Scores (*optional for current high school seniors and college freshmen*)
- College/University Transcript (*current college sophomores, juniors & seniors*)
- FAFSA Submission Summary or copy of family's 2023 IRS Form 1040 (*only required if applicant opts-in for financial consideration*)

### Where and when should I send my supporting documents?

All required supporting documents must be uploaded to your online application by the application deadline. If you do not follow the upload instructions exactly, your application may remain incomplete..

## Notifications

---

### How will I be notified about the status of my application?

Notifications are sent primarily via email to the email address you used to create your account. Some programs offer text and voice notifications. **Ultimately, it is your responsibility as the applicant to verify your application status on your Home page is Complete.**

### What notifications will be sent to me?

- **Deadline Reminders:** Deadline reminder emails typically begin 30-45 days prior to the application deadline.
- **Selection Results:** Selection results notifications are sent to all **Complete** applicants.
- **Funds Disbursed:** Once your funds have been issued, you will be notified.

*Your information is never sold to any third party for marketing purposes.*

### Who will notifications be sent from?

You will receive notifications from two possible ISTS email addresses: [donotreply@applyISTS.com](mailto:donotreply@applyISTS.com) and [ContactUs@applyISTS.com](mailto:ContactUs@applyISTS.com). You should add both email addresses to your “safe senders list” to ensure important emails are not sent to your spam or junk folder.

### When will I receive notifications?

Notifications vary by program based on the Program timeline. Refer to the Program timeline listed above for more specific information.

### Can I opt out of notifications?

While you can opt out of notifications, this is not advised. It is your responsibility as the applicant to ensure your application is **Complete**. If you opt out of notifications, you will not receive deadline reminders and selection results. **Your information is never sold to any third party.** The only emails you will receive from ISTS are directly related to your application.

# Document Upload

---

## What should be visible on my documents?

All uploaded documents **must** show your name. If you are using an online portal to access your required documentation and all that is visible is the salutation and your first name (Example: Welcome Joe!), this will meet the name requirement.

## What are the acceptable file types?

The only acceptable file types are **.pdf, .tif, .png, .jpeg, .jpg, .bmp and .xps**. Any other formats will not be reviewed, and your application will remain incomplete. You may upload multiple files within a .zip file. All files within a .zip file must be in one of the acceptable file types listed above.

## Why can't I upload a Word document?

ISTS does not accept any file format that is editable.

## One of the documents I uploaded has a status of Rejected. What do I do now?

Review the reason your document was rejected. Once you have corrected that issue, upload a new copy of your document.

## How do I upload more than one file at a time?

You may create a .zip file containing more than one file as long as everything included is in an acceptable file type of **.pdf, .tif, .png, .jpeg, .jpg, .bmp and .xps**. Do not upload additional documentation that is not requested. It will not be reviewed.

## How do I create a .zip file?

To use this format, follow the steps outlined below:

1. Create a new folder on your Desktop, name it the document type you will be uploading. For example, Test Scores, Transcript, or Financial Documentation.
2. Move all the files you wish to upload into the new folder.
3. Right click on the folder from your Desktop:
  - a. PC Users: select "Send to," followed by "Compressed (zipped) folder."
  - b. Mac Users: select "Compress [folder name]."
4. Your new **.zip** file will be located on your Desktop, ready to upload.

## How long does it take to process my uploaded documents?

Documents are processed daily. Your document will be processed within 1 business day. If your document was uploaded prior to the deadline, it will be considered. However, it is your responsibility to monitor your **Home page** to ensure your document is **Accepted**.

## The deadline has passed, and my documents are still Processing. What does that mean?

All documents must be reviewed for the required information and for accuracy. All documents uploaded prior to the application deadline will be reviewed and considered. It is your responsibility to monitor your **Home page** to ensure your document is **Accepted** and that your application status reads **Complete**.

## What are the DOs and DON'Ts of uploading documents to my application?

### DO:

- Upload one of the accepted file types.
- Only upload the requested and required documents.
- Black out any Social Security Numbers. *This is not required, but highly advised.*
- Return to your **Home page** to verify your documents have been **Accepted**.

### DON'T:

- Upload a Microsoft® Word document (.doc, .docx) or any other format we don't accept.
- Upload more than the requested documentation.
- Assume your documents are correct and accepted once you have uploaded them.
- Upload a document stating you are mailing your documents.
- Assume the required document does not pertain to you. If the application states the document is required, your application **will** remain incomplete if you do not provide that document. Contact us if you are having trouble providing a required document.
- Password-protect your uploaded documents. Password protected documents will be rejected.
- Upload any file that has a viewing expiration date.



## Other Important Information

---

### Are scholarships taxable?

Scholarship funds used exclusively for the payment of tuition and textbooks are normally not taxable. The scholarship recipient is responsible for taxes, if any, that may be assessed against his or her scholarship award. We recommend consulting your tax adviser for more guidance. You may also consult IRS Publication 970 for additional information.

### ISTS Student Support Hub

For more helpful information about scholarships plus answers to common inquiries related to ISTS' technology and processes, visit our Student Support Hub at [ISTSPROGRAMSUPPORT.COM](https://www.istsprogramsupport.com).

### Contact Information

ISTS office hours are 7:00am-7:00pm (Central time) Monday-Friday and 9:00am-6:00pm (Central time) on Saturday. Program Support Representatives are available via live chat and email during these hours. Use the green **Help** button (as shown below) at the bottom right corner of your screen to contact us.

