

## Award Increase Request: Community College Nursing Students

### Increase Overview

All Opportunity Scholars enter the program at Award Level 1. While at Award Level 1, the academic year total received by students is \$2,500. Students will receive Level 1 funding until they submit an Award Increase Request. See [Annual Award Amounts](#) for more details.

### To increase their scholarship beyond Level 1, Scholars must:

- Have **earned at least 90 quarter or 60 semester credits**
- Been **accepted** into an ADN/DTA program
- Be **enrolled at an [eligible](#) community college in WA**

### Increase Deadline

To maintain their scholarship, Scholars must submit an Award Increase Request by October 1 of the year they are required to do so. (See [Annual Award Amounts](#) for more details.) Scholars can find their personalized increase deadline by logging in to the [Scholar Portal](#).

Although Scholars have until the increase deadline to submit their paperwork, they are encouraged to **submit their Award Increase Request as soon as they meet the requirements**, as this will allow them to maximize the funding received.

### Required Documents

Award Increase Requests must be submitted through the [Scholar Portal](#). For an Award Increase Request to be complete, Scholars must upload the required documentation within their request:

1. **A letter** from the college or university stating acceptance to an ADN/DTA program
  - College officials may use the [letter/email template](#) for guidance.
2. **An unofficial transcript**

**The ADN/DTA letter** will be produced by colleges and universities (typically a department head or registrar) upon request. The letter must comply with the following guidelines:

- The format can either be printed on college letterhead or an email with signature line.
- The letter must be signed or include the signature block from the college or university registrar or faculty member in the department from which a Scholar will complete the ADN/DTA program.
- The letter must state the:
  - a. **Name of the nursing ADN/DTA program** into which the student has been **accepted** (not “declared”);
  - b. **CIP code** for the [eligible](#) major; AND
  - c. **Date the student was accepted** into the ADN/DTA program.

**The unofficial college or university transcript** must confirm:

- At least **90 quarter** have been earned

- The student is enrolled at an [eligible](#) community college

### Determining in Which Term Increase Will Take Effect

Once a valid Award Increase Request is approved, WSOS staff will determine in which term the increased award will take effect. Two factors impact this: date accepted into ADN/DTA program indicated on the ADN/DTA letter and date the increase request was submitted. WSOS staff will consider both dates and choose the **later** of the two. That date will determine when the increased award amount will be applied:

Date	Term Increase will be Applied	Date	Term Increase will be Applied
5/2 - 10/15	Fall Quarter	2/16 - 10/15	Fall Semester
10/16 - 2/15	Winter Quarter	10/16 - 2/15	Spring Semester
2/16 - 5/1	Spring Quarter		

If it is determined the increase should take place in the current term and an initial disbursement was sent out prior to the increase being processed, a second disbursement will be scheduled to account for the owed difference. If the award increase is to take effect in the following term, future disbursements will be scheduled reflecting the increase.

### Determining Award Level

When a student's Award Increase Request is approved, Scholars will be assigned the appropriate Award Level based on the credits on their transcript. If the increase will take effect in the current term, WSOS will count only earned credits. If the increase will take effect in the following term, WSOS will count all earned plus pending credits. Those credits will then be compared against the tables below to determine the appropriate Award Level:

Award Level	Quarter Credits
Level 1 Q	<i>Increase not yet submitted</i>
Level 2 Q	90-104
Level 3 Q	105-119
Level 4 Q	120-134
Level 5 Q	135-149
Level 6 Q	150-164
Level 7 Q	165-179
Level 8 Q	180-194
Level 9 Q	195-209
Level 10 Q	210-224

For each term after increase, the student's funding will automatically progress to the next sequential award level. There is no need to submit increase paperwork or confirm credits at any other time in the future. When students reach the end of leveled funding (beyond Level 10Q or Level 7 S), they will be withdrawn from the program. See [Annual Award Amounts](#) for more details.

**Leave of Absence – Deferment for Community College Nursing Students**

Given the specifics of transferring from a ADN/DTA program into a RN/BSN program, we recognize students who begin their study of nursing at a community college may need to take a year off before completing their BSN. Read more about the allowed deferment available only to community college nursing students [here](#).