Award Increase Request: ADN/DTA to RN/BSN 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 pursuing an ADN/DTA must:

- Have earned at least 90 quarter 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:
  - Name of the nursing ADN/DTA program into which the student has been accepted (not “declared”);
  - CIP code for the eligible major;
  - Date the student was accepted into the ADN/DTA program; AND
- Start and end date of the ADN/DTA program.

The unofficial college or university transcript must confirm:
- At least 90 quarter credits have been earned
- The student is enrolled at an eligible 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. WSOS staff will use the start date of the program to determine when the increase date will take effect. That date will determine when the increased award amount will be applied:

<table>
<thead>
<tr>
<th>Date</th>
<th>Term Increase will be Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/2 - 10/15</td>
<td>Fall Quarter</td>
</tr>
<tr>
<td>10/16 - 2/15</td>
<td>Winter Quarter</td>
</tr>
<tr>
<td>2/16 - 5/1</td>
<td>Spring Quarter</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Term Increase will be Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/16 - 10/15</td>
<td>Fall Semester</td>
</tr>
<tr>
<td>10/16 - 2/15</td>
<td>Spring Semester</td>
</tr>
</tbody>
</table>

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.

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.