



**Citizens Memorial Hospital District
Citizens Memorial Health Care Foundation**

1500 N. Oakland Avenue, Bolivar, MO 65613
phone 417-326-6000 | fax 417-328-6338

citizensmemorial.com

Employee Loan Forgiveness Application

Last Name _____ First Name _____ MI _____

Permanent Address _____ Phone Number _____
City State Zip Code

EDUCATION

Name of Institution _____ Graduation Date _____ Degree Earned _____

LOAN COMPANY INFORMATION

Company Name _____ Loan Account Number _____

Address _____

Total Outstanding Loan Balance _____ Total Amount Requested _____

Please submit a copy of your most recent account statement with this application form. Attach an additional page for any additional loan information if applicable.

Are you currently receiving loan forgiveness through any other program (HRSA, Nurse Corp, CMH, etc.)? Yes No

Note: If you are a current Medical Excellence Scholarship recipient or another CMH loan forgiveness recipient, total funds may be reduced by prior amount received.

I understand that I am only eligible for up to \$5,000 per year for a maximum of \$20,000 over four years. I understand that a decision will not be made until the entire application is received and processed. I also understand that if I am chosen as a recipient of the Employee Loan Forgiveness Program, I will be required to sign an agreement outlining my obligation to Citizens Memorial Hospital District and Citizens Memorial Health Care Foundation.

Signature of Applicant _____ Date _____

Eligibility Criteria for Current Employees

- The employee must be currently in a Registered Nurse, Licensed Practical Nurse, Physical Therapist, Occupational Therapist, Speech Therapist, Respiratory Therapist, Medical Lab Technologist OR Medical Lab Scientist role.
- Employment status must be full time or part time.
- The degree in which the loan forgiveness is being requested for must be relevant to the employee's current job role.
- The employee has not received a DESK or formal disciplinary action in the last 18 months and will remain in good standing for the duration of the loan forgiveness agreement.
- The employee demonstrates evidence of CMH PRIDE in daily work.
 - On the employee's last Performance Center Evaluation they scored "Usually" or "Always" in all categories of their PRIDE ratings. (as applicable)
 - Ongoing, they must score "Usually" or "Always" in all categories of their PRIDE ratings for the duration of the loan forgiveness agreement.
- The employee must have been acknowledged as high or solid in the current year's High, Solid, Low conversation. (as applicable)
 - Ongoing, the employee will be acknowledged as high or solid for each year's High, Solid, Low conversation for the duration of the loan forgiveness agreement.
- The employee must demonstrate consistent behaviors: (be prepared to provide examples)
 - Attendance in good standing.
 - Willingness to go above and beyond for the department and team.
 - Great customer service.
 - Strong clinical competency (as applicable).
- The employee must be willing to commit to the length of service contract for loan reimbursement.
- The employee must provide two letters of recommendations/validation of eligibility criteria.
 - One of the letters must be from their direct supervisor.
 - Submit the letters of recommendation with this application. (The application will not be processed until letters are submitted).

Failure to meet the above outlined expectations could result in termination of the loan forgiveness agreement.

By signing below I verify that I have met and will continue to meet the required expectations.

Signature of Applicant _____ Date _____

Required Expectations for New Hire

- The employee must be currently in a Registered Nurse, Licensed Practical Nurse, Physical Therapist, Occupational Therapist, Speech Therapist, Respiratory Therapist, Medical Lab Technologist OR Medical Lab Scientist role.
- Employment status must be full time or part time.
- The degree in which the loan forgiveness is being requested for must be relevant to the employee's current job role.
- The employee will not receive a DESK or formal disciplinary action for the duration of the loan forgiveness agreement.
- The employee must demonstrate evidence of CMH PRIDE in daily work.
 - On the employee's Performance Center Evaluation they will score "Usually" or "Always" in all categories of their PRIDE ratings for the duration of the loan forgiveness agreement.
- The employee must be acknowledged as high or solid performer in the yearly High, Solid, Low conversation for the duration of the loan forgiveness agreement.
- The employee must demonstrate and maintain consistent behaviors:
 - Attendance in good standing.
 - Willingness to go above and beyond for the department and team.
 - Great customer service.
 - Strong clinical competency (as applicable).
- The employee must be willing to commit to the length of service contract for loan reimbursement.

Failure to meet the above outlined expectations could result in termination of the loan forgiveness agreement.

By signing below I am verifying my commitment to meet the required expectations.

Signature of Applicant _____ Date _____