

## **RNFOO Awards and Scholarships Application Process Guide to Confirming your Enrollment**

Unless clearly stated in the award description, applicants for RNFOO Awards and Scholarships must provide documentation that certifies that they are **currently** (ie in the school term that begins in January) enrolled in a diploma, degree, or certificate program at an accredited institution. Acceptable documentation consists of an official statement from the Nursing Program office or the Registrar's office of your university/college, stating that you are enrolled in the program for the winter term. Many schools have documents available on-line that will confirm enrollment and are available without cost. At other schools you may need to request a letter from the Registrar's office or the School of Nursing. This document may be e-mailed (.pdf .doc .docx or .txt formats only) to [info@rnfoo.org](mailto:info@rnfoo.org). Transcripts, letters of admission or proof of payment documents are not acceptable proof of current enrollment.

Applicants who are not enrolled in a diploma, degree, or certificate program at an accredited institution who are applying for one of the awards that do not require current enrollment should note carefully the following instructions:

DNIG Scholarship, Donna Kettyle Award, and RNAO Region 6 Post-BScN Scholarship: send documentation that confirms registration in continuing education conference or certificate by fax or email to [info@rnfoo.org](mailto:info@rnfoo.org).

DNIG Special Projects in Diabetes Award, PNEIG Research Awards, or Research In Mental Health Nursing Awards: upload your project proposal to the field at the bottom of the Awards tab **AND** send e-mail to [info@rnfoo.org](mailto:info@rnfoo.org) noting that you are applying only for an award that does not require enrollment in a degree program.