



**KENTUCKY BOARD OF NURSING
NURSING INCENTIVE SCHOLARSHIP
FUND
APPLICATION INSTRUCTIONS**

How to Apply for the KBN NISF Scholarship

Deadline to Apply

Application must be Received on or before June 8th Yearly. Any applications and/or materials received after June 8th are NOT accepted, regardless of post-mark date.

Correspondence

All Correspondence should be sent to KBN via the Nurse Portal Message Center.

Call or Email

- 502.380.6023 – NISF Coordinator
- If you must email something
 - please send it to kbndistnisf@ky.gov

General Overview

The Nursing Incentive Scholarship Fund (NISF) provides scholarships to Kentucky residents attending approved LPN, ADN, BSN, or graduate nursing programs. Scholarship funds are mailed directly to the recipient and may be used for cost-of-living expenses, as well as school expenses.

Students in prelicensure (LPN & RN) and BSN completion nursing programs must complete a minimum of 12 credit hours per academic year (August – July) of published requirements for the nursing program. Graduate nursing students must complete 9 credit hours per academic year. The required minimum number of credit hours can be divided between the fall, spring, and summer sessions. Students must maintain a minimum grade point average, which will allow continuation in a nursing program.

The scholarship requires that after graduation the recipient must work the equivalency of full-time as a nurse in Kentucky for one year for each academic year funded. If the recipient does not complete the nursing program within the timeframe specified by the program, or does not complete the required work obligation, then the recipient will be required to repay any funding awarded, plus accrued interest.

Before you Begin your Application

It is highly recommended you completely read through the NISF webpage, including the Frequently Asked Questions section: <https://kbn.ky.gov/Education/Pages/nursing-incentive-scholarship-fund.aspx>

The page contains useful information about eligibility and the application process. Additionally, it provides insight into what will be expected from you if you become a NISF recipient.

Supporting Document Checklist

In addition, it is recommended to review the checklist below before beginning. Applications with missing or invalid documentation will be considered ineligible. Review the checklist again before submitting your application is helpful.

1. **Transcript:** A copy of your most recent official transcripts required.
 - a. NOTE: If your most recent educational experience was high school, submit your official high school transcripts OR copy of your GED transcripts.
 - b. Send transcript with your application packet – do not upload separately. This ensures your application paperwork stays together. If your program only provides e-transcripts, send to kbn-dist-nisf@ky.gov
 - c. Official transcripts must be requested through your program or their contracted transcript service provider.
2. **PON Enroll Verify Letter:** A copy of the letter your program sent to notify you of full admission to the program of nursing required.
3. **Student Aid Report:** A copy of your free Student Aid Report* (SAR) from FAFSA for the upcoming academic year optional
 - a. Submitting the SAR is optional, but strongly recommended.
 - b. If your SAR demonstrates financial need, your application will receive additional points. Refer to the FAQ page for a breakdown of how application scoring works.
 - c. **Where do I get my Student Aid Report?*
 - i. First, you must complete the Free Application for Federal Student Aid (FAFSA). The financial aid officer at the school you are attending is the best source of information for applying for the FAFSA, so check with that office to ensure you have completed all the required forms. The College Scholarship Service or the U.S. Department of Education will send you a Student Aid Report (SAR) upon completion. It takes several weeks to process an SAR, so apply early. In-depth information about

the FASFA and what to expect after you submit your FASFA application can be found at <https://studentaid.ed.gov/sa/fafsa/filling-out/help>

- ii. Important: To demonstrate financial need, submit your Student Aid Report. Do not submit your full FAFSA, tax records, or other records. Only the SAR can be used for scoring NISF applications for financial need.

Important Information

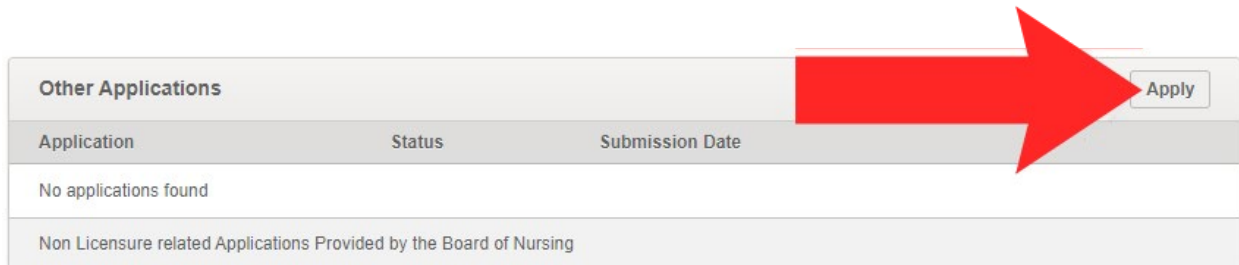
If your last name, mailing address and/or e-mail address change(s) after submission of your application, please provide notification as soon as possible about the change(s) to:

NISF Program Coordinator, kbndistnisf@ky.gov. Awards may be cancelled if selected recipients cannot be reached.

Where to Apply for the NISF Scholarship?

Inside the KBN Nurse Portal you will arrive on the Nurse Portal Home Page. The NISF application is under "Other Applications" near the bottom. Click the apply button to the right to see those other applications. NISF Scholarship Fund Application will be in the list of other application types. If you do not see the application it may be temporarily offline or the period to apply is closed.

- [Visit the KBN Nurse Portal](#)
 - Look under "Other Applications" near the bottom



Helpful Resources

- NISF Frequently Asked Questions (Scroll to end of page):
<https://kbn.ky.gov/Education/Pages/nursing-incentive-scholarship-fund.aspx>
- How to order your GED Transcript:
 - <https://parchmentsupport.force.com/GED/s/article/Order-your-GED-credentials-transcript-diploma-certificate>
- Information about completing the FAFSA application:
 - <https://studentaid.gov/h/apply-for-aid>
- How to obtain the Student Aid Report:
 - <https://studentaid.gov/help-center/answers/article/how-to-view-student-aid-report>