

BLUE MOUNTAIN COLLEGE

PROCEDURES

POLICY 2.32 STUDENT SCHOLARSHIPS

Procedures for Awarding Scholarships

1. **Scholarship Application**

Students inquiring about scholarships should be directed to complete the following: **Current students** – General Scholarship Application and FAFSA forms; **New Students** – a college admission application with fee and a General Scholarship Application with reference forms. Scholarship application forms are available from the Offices of Admissions and Financial Aid.

A waiver statement indicating a scholarship applicant's voluntary authorization of the release of biographical and academic information to the Scholarship Selection Committee for award purposes and to donors and/or to the office of public relations for publicity purposes in conjunction with scholarships is included on all scholarship application forms.

2. **Scholarships for New Students**

The Office of Admissions will recruit applicants for all scholarships designated for incoming new freshman and transfer students.

3. **Information from the Office of Financial Aid**

The Office of Financial Aid will provide the Scholarship Selection Committee with pertinent information for each applicant that may be used in the selection of scholarship recipients. To be considered for scholarships that require financial need, an applicant must have the FAFSA processed no later than March 31.

4. **General Requirements for Scholarship Awards**

a. Donor Criteria

Scholarship awards are granted to the student who best meets all the criteria of the donor, as determined by the Scholarship Selection Committee.

b. Enrollment Status

Unless otherwise noted, scholarships require full-time enrollment during the award period. In the event a student drops to less than full-time enrollment after the beginning of an academic session, the student's eligibility for receipt of scholarship will be determined by the Scholarship Selection Committee.

c. Length of Time for Scholarship Awards

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Scholarships shall be awarded for one academic year, not for a single semester only except in unusual circumstances as determined by the Scholarship Selection Committee, with one-half of the amount to be applied each semester. Scholarships shall be awarded at the beginning of the fall semester in an amount not to exceed the amount of money available for the year.

5. **Scholarship Funds Not Awarded And/or Not Used by Recipient**

Scholarship funds not used by the last day of registration each year will not be available until the next awarding cycle. Exceptions to this policy will be considered by the Scholarship Selection Committee on an individual basis. Waiting lists may be established to accommodate funds made available if initial recipient withdraws from school or otherwise become ineligible.

6. **Maintaining Eligibility for Scholarships**

Scholarship awards at Blue Mountain College are dependent upon the student's maintaining satisfactory academic progress. The following criteria are (checked at the end of the spring semester) *applicable in determining eligibility*:

- * *Grade Point Average* - A minimum GPA of 2.0 is required for both initial and renewal awards (entering first-year students should normally have a high school grade point average of 2.0). Some scholarships require a higher GPA.
- * *Completion Rate* - Scholarship recipients are expected to successfully complete a minimum of twenty-four (24) semester hours each academic year; thereby obtaining a degree within four (4) years. The maximum value of renewable, multi-year awards is determined by the status of the student at the time of enrollment. For example, students transferring in at the sophomore level may receive aid for no more than three years (six semesters); junior level, two years (four semesters), etc.
- * ***Determination of eligibility for multi-year scholarships will be made on an annual basis at the conclusion of the spring semester for endowed and institutional scholarships.***

7. **Notification of Scholarship Awards**

a. Notification of Endowed Scholarship Awards

Scholarship notification of endowed scholarship awards shall be made by the Office of Financial Aid in March. The Scholarship Coordination Committee will follow up with recipients to ensure that letters of acknowledgment and appreciation are sent to donors. A standard statement will be included in the offer stating that the recipient will be required to write a thank-you letter to the donor and forward a copy of the letter to the Office of the President of the College.

b. Notification of Institutional Scholarship Awards

Notification of institutional scholarship awards shall be made by the administering unit – Office of Admissions, Office of Intercollegiate Athletics (athletic grant-in-aids), Department of Fine Arts and Speech (music performance), etc., with concurrent

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notification to be sent to the Office of Financial Aid and the Scholarship Coordination Committee.

c. **Appeal of Scholarship Eligibility Determination**

Any student who feels he/she has been treated unfairly in the scholarship selection process may file an appeal with the Scholarship Selection Committee. The appeal must be made in writing prior to the beginning of the applicable semester and should provide details concerning the scholarship award, or non award, along with the reason for the appeal. If the matter cannot be resolved satisfactorily between the student and the Scholarship Selection Committee, the student may appeal to the President of the College, who will provide for final arbitration of the decision.

8. **The Scholarship Coordination Committee**

The Scholarship Coordination Committee shall meet annually by the first of March and at other times as needed. The Scholarship Coordination Committee shall periodically review and evaluate the effectiveness of these procedures.

REVISED: January 10, 2007; July 15, 2005