Delgado
COMMUNITY COLLEGE

POLICY No. FA-001

INTERNAL POLICY AND PROCEDURE

TITLE: **Process for Awarding Scholarships and Tuition Waivers/Discounts**

EFFECTIVE DATE: February 17, 2014

DIVISION: Student Financial Assistance

CATEGORY: Scholarships and Tuition Waivers/Discounts

**RESPONSIBLE
DEPARTMENT:** Office of Student Financial Assistance

CANCELLATION: None

1. Purpose

To publish the College's process for awarding scholarships and tuition waivers/discounts to qualified Delgado Community College students.

2. Scope and Applicability

This policy and these procedures apply to the Office of Student Financial Assistance, the Office of Institutional Advancement, the Office of Academic Affairs, and any other academic, student services or administrative unit involved in processing awards, as appropriate.

3. Definitions

The following definitions apply:

A. "Tuition" as used in this policy includes tuition and all mandatory fees.

B. Tuition "Waivers" or "Discounts" as used in this policy are exemptions of a portion, or all of the tuition and mandatory fees assessed by the institution to the student. These waivers or discounts generally reduce revenue that would otherwise be due to the College.

C. "Scholarships" as used in this policy refers to tuition, fees and other student costs paid to the student, or on behalf of a student, by a third-party or third-party entity such as federal, external grants or private sources. Scholarships do not generally reduce revenue due to the College.

4. General Guidelines

A.   The Office of Student Financial Assistance is responsible for overseeing and ensuring the process for awarding of scholarships and tuition waivers/discounts is efficiently and effectively administered. The Office of Student Financial Assistance works in conjunction with the Office of Institutional Advancement and the Office of Academic Affairs, and other units as applicable to each award.

B.   All award dollars are divided into the correct category type for future processing. The Office of Student Financial Assistance maintains a master list of all award opportunities that includes the following information:

   (1)   Name of Award
   (2)   Type of Award (Tuition Waiver/Discount or Scholarship)
   (3)   For Scholarships Only: (Scholarship Type: Endowed, Annual, or One-time Gift)
   (4)   Donor or Source of Funds
   (5)   Amount to be Awarded
   (6)   Specific Student Qualifications

5. Scholarship Process

A.   Based on placement in the scholarship category, the College maintains three sub-categories, each with their respective requirements as follows:

   (1)   ***Endowed Scholarships***

   Endowed Scholarships are awarded annually during a Spring Semester selection process. Only the interest on the scholarship may be awarded. Interest on the scholarship must be maintained at 5% above corpus to allow for market fluctuations. This means that not all interest will be awarded annually. These scholarships will be awarded using an established application process.

   Generally, in order to establish an endowed scholarship a minimum donation of $25,000 must be gifted. In addition, scholarship dollars will not be awarded from the fund until the available interest exceeds $500. Any exception to the above requirements must be approved by the Chancellor.

   (2)   ***Annual Scholarships –***

   Annual Scholarships are gifted through regularly occurring donations to the College that are not endowed. These funds are awarded in their entirety at the time of the gift within parameters as identified by the donor. These funds are awarded through recommendations solicited from members of the College community or through a process of identifying potential recipient matches through data.

   (3)   ***One-time Gifts –***

   One-time gifts will be awarded annually during a Spring Semester selection process. All funds available through the gift will be awarded during the process. Funds that are gifted during the course of the year will be held until the Spring Semester selection process.

B. All Scholarships must flow through the Office of Institutional Advancement, which is responsible for the following:

  (1) Ensuring appropriate donor recognition;
  (2) Depositing funds according to cash management guidelines as determined by the Delgado Community College Foundation;
  (3) Ensuring appropriate stewardship of funds as they are administered and awarded;
  (4) Providing the Office of Student Financial Assistance with an updated list of all scholarships by category annually, once fourth quarter (December/January) reports have been obtained;
  (5) Providing documentation of recipient names and pertinent data to the donor;
  (6) Coordinating an annual scholarship recognition event with the Office of Student Financial Assistance, designed to bring donors and recipients together through a recognition ceremony; and
  (7) Providing information on student thank-you acknowledgements when follow up is needed.

C. After flowing through the Office of Institutional Advancement, the scholarship award process moves to the Office of Financial Assistance, which is responsible for the following:

  (1) Maintaining an updated list of all scholarships in the fund management table in the Banner system;
  (2) Establishing a scholarship selection committee;
  (3) Developing materials and methods to market scholarship opportunities to students, including a web page for scholarships;
  (4) Facilitating a process for the awarding of annual scholarships each Spring Semester;
  (5) Communicating with all students to whom scholarships are awarded;
  (6) Ensuring that each student contacts the Office of Institutional Advancement to coordinate the sending of a thank-you acknowledgement.
  (7) Ensuring that all funds are awarded according to College policy and donor intentions;
  (8) Reporting to the Office of Institutional Advancement and to the Office of Student Account Receivables the amount and duration of scholarship awards;
  (9) Providing a procedure for the selection and distribution of scholarship awards that are annual and outside of the normal scholarship award process; and
  (10) Development of a scholarship application.

6. **Tuition Waivers/Discounts Process**

A. Delgado is authorized to offer Tuition Waivers/Discounts as described in the [Louisiana Community and Technical College System Policy #5.025, Institutional Aid](). These may be publicized as "scholarships" in student publications, but are processed internally as Tuition Waivers/Discounts. These must meet the guidelines as described in the LCTCS policy. They include, but are not limited to, the following categories: Academic, Honors, Leadership, Adult, Music and Athletic.

B.   The Office of Student Financial Assistance is responsible for overseeing the process for awarding all Tuition Waivers/Discounts, in coordination with other appropriate units and in collaboration with the Office of Student Account Receivables

C.   Athletic Tuition Waivers/Discounts require notification of the awards from the College's Athletic Director at least 3 weeks prior to the start of the next semester. The Office of Student Financial Assistance is responsible for placing the award as authorized aid on the student's account. The Athletic Director is responsible for notifying the Office of Student Financial Assistance immediately regarding any changes to awards.

D.   The requirements outlined in this policy are not applicable to [Legislatively Mandated Tuition and Fee Waivers](), which are available to students who request the waiver and certify eligibility pertaining to the specific waiver with the Controller's Office. These waivers are not subject to the approval of a scholarship committee.

7.   **Timeline**

The timeline and procedures for processing awards at the College will be as follows:

(1)   Applications and marketing for Scholarships and Tuitions/Waivers will begin in late September/early October. Applications will be available online during this time frame.

(2)   The deadline for applications will be March 1st (or the preceding Friday if March 1st falls on a weekend).

(3)   The Office of Institutional Advancement will provide a current list of scholarships by category (Endowed, Annual, and One-time Gift) to the Office of Student Financial Assistance by the start of the Spring Semester. This will include amount to be awarded and donor stipulations associated with each award.

(4)   A scholarship committee representing a cross-section of the College community will be formed in January.

(5)   A review of all applications will begin the second week in March with a target timeframe for award letters of March 30th.

(6)   Students will be required to confirm acceptance of the scholarship award, which will then be placed on the student's account as authorized financial aid.

(7)   A recognition event for student recipients, donors, faculty, staff and administration will be held annually in April.

(8)   Students receiving Endowed, Annual or One-Time Gift Scholarships will be required to submit a thank you acknowledgement before July 1st. Failure to comply may result in loss of scholarship.

(9)   At the end of each semester/session, recipients will be reviewed to ensure compliance with any stipulations of the award in preparation for the next semester.

(10) In instances where a student has failed to meet the qualifications of the award or donor intentions, the award will be revoked and will not be reissued. Any funds remaining from the year will be rolled into the annual application process for the following year.

(11) The Office of Student Financial Assistance will review on a quarterly basis any additional annual awards or any pressing awards that must be awarded. The Coordinator will be responsible for gathering any and all necessary information for the awarding of these scholarships, which may not require an application due to the immediacy of the award's deadline.

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Policy Reference: LCTCS Policy #5.025 Institutional Aid
                            Delgado Internal/Departmental Policy and Procedure BAA-G02 Legislatively Mandated Tuition and Fee Waivers

Reviewed by: Executive Council 2/17/14

Approval: Executive Dean, West Bank Campus 2/17/14