

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Burrell Medical Scholars (BMS) Award – Tuition Waiver Awarding Process</b>		<b>SOP #: ES.006.05</b>
Effective Date	2/23/2021	
Last Revision/Review	08.18.2025	

### 1. Purpose

An annual class cohort award, the Burrell Medical Scholars (BMS) Award is a tuition waiver that is internally awarded to eligible applicants. Preference will be provided to those who matriculate from Burrell College's service region of New Mexico, El Paso County, Southern Arizona, Florida,. This also includes any applicant who successfully participated in the College's Osteopathic Medicine Pathway Programs (OMPP).

### 2. Related Policy/Authority

34 CFR 673.5(c)

Burrell Policy B9500: Title IV Compliance Policy

Burrell Policy B9550: Scholarship Award Policy

### 3. Definitions/Abbreviations

BMS: Burrell Medical Scholars

OA: Office of Admissions

OFA: Office of Financial Aid

ES DH: Enrollment Services Department Head

Award Cycle:

<u>Award Cycle</u>	<u>Burrell Award Cycles</u>	<u>Award Start</u>	<u>Award End Date</u>	<u>Financial Report Date</u>
Annual Recruitment Cycle	Recruitment for next year's entering cohort begins August 1	15-Sep	July	30-Jun

### 4. Faculty/Staff Responsibilities

OA

- Maintain a database of all eligible applicants who can be recommended for consideration of a BMS Award.
- Provide a list of eligible applicants to the OFA for their review and consideration of financial need.
- Work with OFA to select vetted eligible students for the tuition waiver.

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- Notify OFA when eligible applicants who are recommended for a BMS Award either accept, decline, or defer their offer of admission as well as those who may withdraw post deposit.
- Provide access to a report with the names of awardees, amount of award, status of award (offered, accepted, or withdrawn), and the balance of tuition waivers accepted and funds remaining for award.

### OFA

- Coordinate the process for consideration of the financial need for eligible applicants for the BMS Award.
- Work with OA to select vetted eligible students for the BMS award.
- Verify OA's information regarding the number of tuition waivers offered, tuition waivers accepted, and the balance of tuition waivers remaining for OA's weekly transmittal to the Dean.
- Post recipient award to student information system and assure adherence to regulations guiding estimated financial assistance.
- Maintains the records for BMS Award recipients in Student Information System to include cohort year, award amount, and eligibility status for award maintenance on a semester basis.
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- Review academic progress for recipients of the BMS Award at the end of each term, notify students who are not meeting academic progress.

### Bursar

- Process awarded and accepted BMS Award tuition waivers to student recipient accounts.

## **5. Procedural Steps**

### 1) Procedures

- a) The following criteria may be considered for tuition waiver applicant eligibility:
  - i) Legal residency in New Mexico, El Paso, TX county, Southern Arizona, Florida.
  - ii) Successful completion of the OMPP program.
  - iii) Demonstrated financial need as vetted by the OFA.
  - iv) Recommended by the Interviewers and/or the Admissions Selection Committee.
  - v) Academic achievement, extracurricular school activities, or community service.
  - vi) Exhibiting current or past circumstances which have/has limited their ability to pursue medical education.
- b) The Dean, at any time, reserves the right to offer a BMS tuition waiver to any applicant in consultation with the ES DH with final approval by the President. This waiver may be offered if there is available BMS Waiver budget to do so.
- c) The OA will provide OFA with a list of students who are eligible for tuition waiver consideration.
- d) The OFA will vet applicants for financial need.
- e) The OA and OFA will review all vetted and eligible applicants in accordance with the BMS Award eligibility criteria and provide a list of eligible recipients to the ES DH.
- f) The ES DH will review the eligible recipients' information and recommend recipients and alternates for the BMS.
- g) The ES DH will send recommendations to the OFA and OA for notification and posting of the awards.
- h) The OFA will notify recipients of their selection and any terms and conditions of accepting the BMS Award.

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- i) Once the BMS Award recipients have accepted the terms and conditions, the OFA will process the award in the Student Information System (SIS) and image supporting documentation and notify OA that the recipient has accepted the terms of the BMS Award. The OFA will provide the Bursar notification of award recipients being processed in the Student Information System (SIS).
- j) When a recipient of a BMS Award declines an offer, the award amount reverts to the available balance amount to be awarded.
- k) For an academic year, BMS Awards will only be granted through 7 days prior to the first day of classes.

### **6. Reports/Charts/Forms/Attachments/Cross References**

### **7. Maintenance**

Approved by	08.18.2025
Department Head of Enrollment Services	Date

### **9. Distribution List**

### **10. Revision History**

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Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
2/18/2021		Creating of the SOP for the Burrell Medical Scholars (BMS) Award	New	
9.17.21	5	Added line (k) to the procedures.		9.17.21
4.20.23	5	Changed financial need as a requirement of eligibility. Instead added as an items that may be considered		4.20.23
7.13.23	5	Removed the Scholarship Committee from the process as this is a tuition waiver and not a scholarship.		7.13.23
11.5.24	5	Added President's final approval of selection		11.5.24
08.05.2025	All	Removed President's final approval; scholarship committee will now provide recommendations for awards, removed post-matriculation re-awards.		08.20.2025