

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Burrell Medical Scholars (BMS) Award – Tuition Waiver Awarding Process		SOP #: ES.006.03
Effective Date	2/23/2021	
Last Revision/Review	7/13/2023	

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, any American Indian/Alaska Native Areas. 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)

<https://burrell.edu/policy-b9500/>

3. Definitions/Abbreviations

BMS: Burrell Medical Scholars

OA: Office of Admissions

OFA: Office of Financial Aid

SA: Student Affairs

Dean

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 beginning August for the current year's admission cycle	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.
- 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.

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- Provide a weekly report to the Dean the number of tuition waivers offered, tuition waivers accepted, and the balance of tuition waivers remaining.

OFA

- Coordinate the process for consideration of the financial need of 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 CAMS and assure adherence to regulations guiding estimated financial assistance.
- Maintains the records for BMS Award recipients in CAMS (Student Information Management System) to include cohort year, award amount, and eligibility status for award maintenance on a semester basis.
- Coordination of award process with Bursar.
- 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 may also be considered for tuition waiver applicant eligibility:
 - i) Demonstrated financial need as vetted by the OFA.
 - ii) Recommended by the Interviewers and/or the Admissions Selection Committee
- b) The Dean, at any time, reserves the right to offer a BMS tuition waiver to any applicant in consultation with OA and OFA.
- c) The OA will provide OFA with a list of eligible tuition waiver recommended offered applicants.
- d) The OFA will vet applicants for financial need.
- e) The OA and OFA will review all vetted and eligible applicants and select BMS Award recipients in accordance with BMS Award eligibility criteria.
- f) The OFA will notify recipients of their selection and any terms and conditions of accepting the BMS Award.
- g) Once the BMS Award recipients have accepted the terms and conditions, the OFA will process the award in CAMS and image supporting documentation and notify OA that the recipient has accepted the terms of the BMS Award.
- h) The Bursar will receive notification from CAMS for tuition balance adjustment.
- i) The Dean will be notified monthly of the award recipients.
- j) When a recipient of a BMS Award declines an offer, the award amount reverts to the available balance amount to be awarded.
- k) When a recipient of a BMS Award becomes ineligible due to not meeting award maintenance criteria, or by accepting another exclusive and conditional scholarship that requires releasing the BMS Award, OFA will seek recommendations from SA on students from the same cohort who have demonstrated an interest or have expressed intentions to practice in Burrell College's

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service region and agree to sign the BMS Award Affirmation Agreement. The OFA and OA will make this selection.

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

7. Maintenance

Approved by	7.13.23
Department Head of Enrollment Services	Date

9. Distribution List

10. Revision History

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