

BURRELL COLLEGE of HEALTH SCIENCES

POLICY MANUAL

SECTION: Students
TOPIC: Scholarship Awards
Approved: Signature on File

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POLICY

The College shall provide for the coordinated processing, awarding and disbursement of college scholarships, institutional grants and outside scholarship funds managed by the College.

RESPONSIBLE OFFICIAL(S):

Office of Financial Aid, Office of Finance, Scholarship Committee

PROCEDURE:

1. The process of awarding scholarships shall be an interdepartmental process involving the Offices of Financial Aid, Finance Office, Philanthropy, and the Scholarship Committee.
2. The Burrell Scholarship Committee shall be responsible for reviewing scholarship applications and recommendations and selecting recipients for college scholarships. The School Deans shall approve the members of the Scholarship Committee prior to the beginning of the fall term.
3. Student eligibility for endowed and current-use-funded scholarships/awards established by private donors shall be determined per the guidelines approved by both the donor and the College.
4. Student eligibility for institutional scholarship/awards established by the College shall be determined per the guideline criteria and agreed upon by the administrative unit allocating the funds.
5. The Office of Financial Aid shall maintain a written awarding procedure.
6. The College shall have mechanisms for reconciling scholarship accounts and balances and complies with records retention requirements per the College records retention policy.
7. Scholarship policies, procedures and opportunities shall be available on the College website and reviewed annually.

CROSS REFERENCES:

Policy B2090 Record Retention
Enrollment Services Standard Operating Procedures