

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Scholarship Awarding and Distribution Process	SOP #: ES.003.04
Effective Date	11.21.2019
Last Revision/Review	11.15.2022

1. Purpose

In administering scholarships, the College adheres to the federal requirements for all scholarship funds to maintain the charitable nature of institutional scholarship programs and ensure compliance with the guidelines and eligibility requirements set forth by governing donor agreements.

2. Related Policy/Authority

34 CFR 673.5(c)

Burrell Policy B9500: Title IV Compliance Policy

Burrell Policy B9550: Scholarship Award Policy

3. Faculty/Staff Responsibilities

COE:

- COE ED will secure and manage new student scholarship support and manage donor stewardship
- COE ED will finalize donor agreements, inclusive of amendments and extensions, will route for College acceptance using the **College Scholarship Agreement Acceptance Form**
- COE Accountant will maintain financial records and provide regular financial reports of all Funded Scholarships, providing budgetary oversight of award of funds in accordance with donor agreements
- COE Accountant will provide a Funded Scholarship Report containing a summary description of the requirements, terms, and budgetary information pertaining to Funded Scholarships to the President, Dean and OFA
- COE ED will coordinate student thank-you notes to donors

OFA

- Maintain database of all scholarships and eligibility requirements to include posting on the College website.
- Coordinate the process for awarding scholarship funds which includes management of timeline for application materials and deadlines for submissions in accordance with the Award Cycle, and coordination of the award process.
- Provide the Scholarship Committee with the following information for each scholarship requiring Committee action: eligibility criteria for each award, amount available to be awarded per student and in total, and a list of eligible students.
- Notify students of scholarships when they become available and are open for awarding by COE Accountant based upon the Award Cycle. Notification includes eligibility and application requirements.
- Accept scholarship awards to individual students on behalf of the College following the process outlined below; process award of scholarship funds in CAMS.
- Notify students of financial aid packages, based upon the requirements of the Title IV program.
- Provide an annual report to COE of scholarship recipient information.

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Bursar

- Review proposed awards for applicability to individual proposed recipient's balance due and sources of funding by serving as non-voting member of Scholarship Committee.
- Process application of scholarship funding to student accounts.
- Invoice COE Accountant for transfer of funds awarded.

Scholarship Committee

- Review eligible scholarship applications and make recommendations to the Dean for approval, based on the criteria of the award, within five business days of receiving the scholarship applications.

4. Definitions/Abbreviations

COE: Southwest Foundation for Osteopathic Education and Research dba Coalition for Osteopathic Excellence

COE ED: COE Executive Director

OFA: Office of Financial Aid

SC: Scholarship Committee

Funded Scholarship: A COE scholarship for which funds have been deposited by COE by the Funding Cut Off Date presented in the Award Cycle Table.

College Scholarship Agreement Acceptance Form: A College approval routing form required for the establishment of scholarship awards within the College; it will include at minimum the executed approvals of the COE ED, College President and College Dean

Retention scholarship: Awarded to continuing students (all scholarships that are not Recruitment scholarships)

Recruitment scholarship: Awarded to incoming students (all COE general scholarships without award criteria)

Award Cycle:

Award Cycle Event	Fall New Awards	Spring Revise Fall Awards	Spring New Awards
COE Affirms Donor Intent for Funding	15-Jan	15-Jan	15-Jul
Funding Cut Off Date	31-Mar	31-Mar	30-Sep
Funded Scholarship Report Provided	1-Mar	1-Mar	1-Sept
Scholarship Committee Selection Deadline	30-Apr	18-Dec	31-Oct
COE Award Approval Deadline	31-May	31-Dec	30-Nov
College Award Deadline	15-Jun	1-Jan	1-Jan

Commented [NN1]: Can we move to March 1? And Sept. 1?

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5. Procedural Steps

- 1) Process overview: All scholarship awards will be made for a full academic year during the Fall semester award cycle. The Spring semester award cycle will be used (1) to replace previously approved students who either withdraw permanently or temporarily from the College, or who fail to continue to meet eligibility criteria; and (2) to award Funded Scholarships received between the Fall and Spring Award Cycle Funding Cut Off Dates. Student applications for Retention Scholarships will be received in the month of February for the upcoming academic year. The SC will award both recruitment and retention scholarships during March for the upcoming academic year, subject to final approvals as indicated below, limited to fund available as reported to the SC as of the end of February. All retention scholarships will be for a fixed amount per student as defined in the COE agreement summary provided by the COE Accountant for waivers by the Controller from the Board of Trustees approved per student budget.
- 2) Detailed procedures:
 - a) Upon receipt of a donor agreement, COE ED will finalize and obtain written acceptance via the College Scholarship Agreement Acceptance Form of the terms of the agreement, inclusive of amendments and extensions, from the College's Dean and President.
 - b) COE Accountant will establish a scholarship fund within the COE accounting records following receipt of a fully executed College Scholarship Agreement Acceptance Form. File copies of the accepted donor agreement will be limited to the COE Accountant and Director OFA to meet audit documentation requirements for the COE and the College. No funds may be awarded until this step is complete.
 - c) COE Accountant will provide a Funded Scholarship Report in accordance with the Award Cycle Table.
 - d) For scholarship funds identified as available for the award cycle for the upcoming academic year, OFA will notify potential recipients through the application process of those scholarships which are subject to the application process through approved communication mediums. Notification will include name of the scholarship, number of awards, award amount, eligibility criteria, application requirements, and deadlines for submission.
 - e) All Retention Scholarships will require an application with established deadlines. Recruitment scholarships will not be administered through the application process.
 - i) Scholarship applications will be vetted for eligibility according to the terms provided by COE Accountant. Vetting of applications will be performed the OFA with eligible applications forwarded to the Scholarship Committee for review.
 - f) The Scholarship Committee will review all eligible applicant applications and recommend scholarship recipients for scholarships that require a selection by the Committee, in accordance with scholarship eligibility requirements.
 - g) The Scholarship Committee will send their recommendations to the Dean for approval.
 - h) Dean will send approval to COE ED for final approval by the COE Board in accordance with the timeline provided in the Award Cycle.
 - i) COE ED will send final approval notification to the Dean and Chair of Scholarship Committee.
 - j) The Chair of the Scholarship Committee will email a list of recipients approved by the COE to the OFA, Bursar, and COE Accountant.

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- k) The OFA will accept the Committee recommendation on behalf of the College following this review and approval.
- l) The OFA will notify recipients of their selection and any terms and conditions of accepting the scholarship.
- m) Once the scholarship recipients have acknowledged the terms and conditions, the OFA will process the award in CAMS and image supporting documentation.
- n) The OFA will provide the Bursar notification of award recipients being processed in CAMS.
- o) The Bursar will receive notification from CAMS for disbursement and will invoice COE Accountant for the amount awarded.
- p) The OFA will notify other departments of the College of the scholarship recipients and eligibility requirements as deemed necessary (Student Affairs, Clinical Education, Regional Assistant Deans).

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

7. Maintenance

Approved by	11/15/2022
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
1/25/2021	All	Complete revision of SOP including title		1/25/2021
2/26/21	4,5	Update the award cycle table and subsequent dating in section 5. Removed reference to waiver		2/26/21
7/8/2021	5	Updated information about who will email the list of scholarship recipients and who will receive the list.		7/8/2021
11/15/2022	All, 5	Updated SWFOER to read COE; added a line regarding a preliminary report being provided by Dec 1; Bursar notification by OFA regarding CAMS processing		11/15/22