

STILLMAN COLLEGE		
Policy Name: Scholarship Policy		Approved by President
College Division: Institutional Advancement	Date Established: 3/17/2018	
Date Revised: June 3, 2020	Date Removed:	

POLICY STATEMENT

Scholarship applications for all **students** are processed by the Stillman College Office of Scholarship Programs. All applicants who successfully complete the application and meet the scholarship eligibility requirements before **April 1st** each year will be considered for academic scholarships.

GENERAL INFORMATION ABOUT SCHOLARSHIPS

Stillman College scholarship applications will be reviewed by a Scholarship Committee consisting of faculty, staff, and student representatives. The committee will operate within the framework of federal and state regulations and college policy and procedures for awarding scholarships to students. The committee’s recommendations will be reviewed and approved by the Coordinator of Scholarship Programs and the President. The committee will receive scheduled reports and monitor scholarship awards to ensure budget integrity.

Scholarships will be awarded each spring to be applied to the following fall/spring semester(s). A student who receives a scholarship must register for a minimum of 15 credits for the following fall/spring semesters to be eligible to receive the scholarship. The total award amount is divided between the fall/spring semesters. The scholarship recipient must maintain satisfactory academic progress according to the established criteria and college policy during the award term.

Scholarships may be awarded to the same student for multiple years.

All scholarships are awarded on an objective and non-discriminatory basis.

Effective Fall 2018, the college will no longer offer full ride institutional scholarships, unless extenuating circumstances are presented and this is only authorized by the President of the College.

The minimum and maximum awards a student can receive is stipulated in the criteria. If the criteria changes, the policy/procedures will reflect the revised criteria.

Institutional Scholarship awards may not exceed the total cost of attendance and will not generate a refund to the student. **ALL** scholarship recipients must reside in Stillman College Housing. Scholarships will not be applied to off campus housing. The scholarship amount will be applied directly to tuition.

International students and student-athletes are eligible for academic scholarships. In order to receive the scholarship award, the international student must submit a citizenship verification form, along with the proof of residency required documentation by April 1.

The college separates institutional scholarships and externally funded scholarships.

Institutional scholarships will not cover off campus housing, meals, books, or fees.

All scholarships are managed and maintained in the Office of Scholarship Programs.

Scholarships are forfeited, at the end of the academic year, when students fail to meet eligibility criteria (to include student non-academic misconduct).

SCHOLARSHIP SOURCES, AMOUNTS, AND REQUIREMENTS

Current students of Stillman College can apply for additional scholarships through the College website. These scholarships are donor specific, and students are selected according to the criteria set by the donors. Financial need, GPA, and majors are among the list of criteria. Qualifying applications submitted to the Office of Scholarship Programs will be screened and eligible candidates will be recommended by the Coordinator of Scholarship Programs to the Campus-Wide Scholarship Committee for consideration. A student's GPA will determine the amount of the award.

CRITERIA AND PROCEDURE FOR IMPLEMENTATION

The Scholarship Committee will evaluate the application based on the process and criteria listed below:

- Students must be accepted/admitted to Stillman College.
- Students who meet the minimum GPA requirement will be invited to apply for academic scholarships.
- Scholarship applications that are completed and submitted successfully will be assessed by the Scholarship Committee who will award a specific amount to the selected student(s) based on the established criteria. **The scholarship deadline is April 1st of each year.**
- A scholarship award letter will be sent to the selected students.
- The student must accept or decline the scholarship by the deadline.
- In order for the scholarship to be processed in the fall, the student must adhere to the following:
 - The student must have a completed FAFSA on file (student and parent sections) by April 15th, which is the Department of Education's deadline.
 - The student must have an official transcript (post high school graduation/college transcript if transferring), and the transcript must be on file in the admissions office.
 - The student must be registered as a full-time student (15hrs for academic scholarship).
 - The student must pay his/her housing deposit before the housing deadline.
- Students who do not accept scholarships before the deadline, may forfeit the scholarship. The scholarships will be awarded to the next person in line.

- While the athletic conference requires a student to maintain a certain GPA of 1.80/1.90 to be eligible to play, Stillman College's GPA requirement for new/current athletic scholarship recipients is a 2.0 or above. Students are encouraged to reach a 2.5 or higher.
- All scholarship recipients who wish to live off campus must have adequate financial aid to pay for off campus housing. Scholarships will not cover off campus housing.
- 5th year students are not eligible for scholarships.

SCHOLARSHIP APPLICATION PROCEDURE

1. **Application:** Applicants must complete a Scholarship Application online Form including a 500-word essay. To be considered for college scholarships, the complete application must be received in the Office of Scholarship Programs by 5 p.m. on April 1st.
2. **Review/Awards:** Applications will be reviewed by the College Scholarship Committee and the recipients and alternates they select will be approved by the President or the President's designee. Scholarship award offers will be made in writing by April 30th using the award letter.
3. **Acceptance:** Scholarship recipients must accept or decline the awarded scholarship by the deadline date noted on the award letter, or the scholarship will be awarded to the next qualified applicant. Funds will not be released until acceptance of the scholarship award has been confirmed. This acceptance guarantees that the student understands that the scholarship award amount may affect any other types of financial aid the student may receive, understands when the award will be distributed, and understands that full-time status and satisfactory academic progress must be maintained.
4. **Authorization:** The Office of Scholarship Programs will complete a Scholarship Authorization Form for each recipient who returns an acceptance form by June 30.
5. **Distribution of award:** Scholarships are awarded each spring to be used the following fall/spring semester(s). A student who receives a scholarship must register for a minimum of 15 credits for the following fall/spring semesters to be eligible to receive the scholarship. The total award amount usually is determined by GPA and divided between the fall/spring semesters (applied to the student's account in August).
6. **Deferral:** Scholarships may not be deferred.

** Students who are currently on full scholarship shall be grandfathered (keep their) awards through graduation as long as they are in compliance with College policy.