



# Scholarship Policy

March, 2014

## 15.0 SCHOLARSHIP POLICY

**15.** Snow College scholarships and/or “waivers” are awarded on a competitive basis with regard to merit and excellence, leadership and service experience, specific talents and financial need. The purpose of scholarships is to give talented, deserving students the opportunity to attend Snow College, thereby enriching institutional programs. Many of the scholarships awarded are defined as waivers. A “waiver” has no cash value.

### 15.1. STUDENT DEFINITIONS (FOR SCHOLARSHIP PURPOSES)

15.1.1. **New Freshman Student** is defined as a student with no previous college experience. This includes students who have had concurrent enrollment courses in high school, but are now entering Snow as regular admitted students.

15.1.2. **Returning Student** is defined as any student who has completed at least one semester of post-secondary coursework (after completing high school), with a minimum of 12 credit hours, on a Snow College campus. This includes online courses.

15.1.3. **Transfer Student** is defined as any student who has completed at least 20 credits of college coursework at another regionally accredited college or university after high school graduation, or GED, and intends to transfer that credit to Snow College and continue his/her education. Students not meeting these requirements will not be considered for academic scholarships, but may be considered for other Snow College awards.

### 15.2. GENERAL POLICY:

15.2.1. Credits NOT covered or earned by regular Snow College tuition processes will not count toward the required 15 credits to maintain the scholarships, i.e. independent study, transfers from other institutions, etc.

15.2.2. The amount of each academic scholarship is set by Snow College and is stated on the scholarship contract.

15.2.3. The requirements of each scholarship type are set by Snow College and are stated plainly on the scholarship contract.

15.2.4. Scholarships are awarded annually each academic year. An academic year for scholarship purposes consists of fall and spring semester. Scholarships are not awarded during summer semesters, unless authorized by the scholarship office.

15.2.5. Snow College does not have a waiting list for scholarships.

15.2.6. It is the responsibility of the student to understand and maintain the requirements of the scholarship.

- 15.2.7. The student must earn the required number of credit hours stated on the scholarship contract.
- 15.2.8. There is no provision for a scholarship probation period. If a student loses his or her scholarship he or she will not be placed on a probation period. The scholarship will be terminated.
- 15.2.9. Snow College reserves the right to change scholarship values and criteria without notice, from year to year.
- 15.2.10. Snow College reserves the right to cancel or limit scholarships at any time throughout a semester if there are multiple scholarship awards received. This includes any scholarship received from outside sources. Students will be notified of any of these changes.
- 15.2.11. Snow College reserves the right to decrease or cancel a scholarship and/or waiver if a student is repeating previously completed courses.
- 15.2.12. The deadline for scholarship applications will be March 1 of each year unless otherwise stated.

### 15.3. TYPES OF SCHOLARSHIPS

#### 15.3.1. *Academic Scholarships*

- 15.3.1.1.1. **Academic Excellence** – Four-semester scholarship
  - 15.3.1.1.1.1. Index: 138 or above
  - 15.3.1.1.1.2. Must complete 15 credits and earn a 3.5 GPA each semester of attendance
  - 15.3.1.1.1.3. Will automatically renew for a second year if the student's cumulative GPA is at least a 3.70.
  - 15.3.1.1.1.4. This scholarship is deferrable
- 15.3.1.1.2. **Academic Merit** – Two-semester scholarship
  - 15.3.1.1.2.1. Index: 128-137.99
  - 15.3.1.1.2.2. Must complete 15 credits and earn a 3.25 each semester of attendance
  - 15.3.1.1.2.3. This scholarship is deferrable
- 15.3.1.1.3. **Scholastic Merit** – Two-semester scholarship
  - 15.3.1.1.3.1. Index: 115-127.99
  - 15.3.1.1.3.2. Must complete 15 credits and earn a 3.25 each semester of attendance
  - 15.3.1.1.3.3. This scholarship is deferrable
- 15.3.1.1.4. **Sterling Scholar**- Four semester scholarship
  - 15.3.1.1.4.1. Students must be regional winners in the State of Utah or regional runners-up in any Sterling Scholar category

- 15.3.1.1.4.2. Students must provide their documentation to the scholarship office showing receipt of the Regional Sterling Scholar award by May 1 of the year awarded
- 15.3.1.1.4.3. Must complete 15 credit hours and earn a minimum 3.5 GPA each semester of attendance
- 15.3.1.1.4.4. This scholarship cannot be used in conjunction with an academic scholarship
- 15.3.1.1.4.5. This scholarship is deferrable

### 15.3.2. *Resident Freshman Academic Scholarship*

15.3.3. A resident freshman academic scholarship index score is currently computed by taking  $GPA \times 20 + ACT \times 2.6$ . The scholarship index formula may be revisited regularly and adjusted as appropriate. The scholarship office will initiate any change in this formula in conjunction with the Vice President of Finance and Administrative Services, the Budget Director, and the Admissions Director.

15.3.4. Resident freshmen academic scholarships are based on overall academic achievement while in high school. The following factors are used to determine scholarship awards:

- 15.3.4.1.1. Overall high school GPA
- 15.3.4.1.2. Composite ACT score or a sum of Mathematics and Verbal SAT scores
- 15.3.4.1.3. Data of application
- 15.3.4.1.4. Availability of funds

### 15.4. *Returning/Transfer Academic Scholarship*

15.4.1. Students currently attending or transferring to Snow College may apply for academic, private, departmental, performance based, and/ or leadership scholarships. Awards are based on the student's academic performance, talent, need, leadership experience and available funds.

#### 15.4.2. **Guidelines:**

15.4.3. Returning and transfer student academic scholarships are based on cumulative GPA for all college credit earned.

15.4.4. A 3.50 cumulative GPA is necessary to be considered for this award.

15.4.5. Scholarships are awarded on a first come first served basis as restricted by available funds. Students must apply by March 1 to be considered for the following academic year.

15.4.6. Each scholarship award may have individual requirements for the student to maintain. The scholarship requirements will be stated on the scholarship contract.

15.4.7. Returning/Transfer Academic scholarships are not deferrable, unless authorized by the scholarship office.

15.4.8. The scholarship awardee will be required to write a thank you letter if the scholarship is funded by a private account.

15.4.9. Scholarship awards will be limited due to availability of funds.

*15.5. Non-resident Academic Scholarships*

15.5.1. **Western Undergraduate Exchange Award (WUE)** is granted to Snow College by the State of Utah and may be adjusted without prior notice. This is awarded as an academic scholarship and consideration for this award is based on high school GPA, ACT or SAT I test scores, and the student's admission date. An index of 115 or higher is required to be granted this award. Current Snow students and transfer students will be considered based on their GPA on post-high school credit and the date they submit their Returning/Transfer Academic Scholarship application. A minimum grade point average of 3.0 is required while maintaining 15 credit hours in order to renew this award. Participating states include: AK, AZ, CA, CO, HI, ID, MT, ND, NM, NV, OR, SD, WA, WY. The students will be placed on the award list based on the student's date of admission. The scholarship is awarded based upon availability of funds. This award reduces a student's nonresident portion of tuition to 150% of resident tuition. Any credits earned by students on a WUE scholarship cannot be used to meet the requirements for Utah residency. This scholarship cannot be used in conjunction with any other nonresident waiver. This scholarship cannot be deferred.

15.5.2. **Non-Resident Tuition Waiver (NRTW)** is granted to Snow College by the State of Utah and may be adjusted without prior notice. The NRTW is a one-year scholarship open to all "new" non-resident students, from any state. This is awarded as an academic scholarship and consideration for this award is based on high school GPA, ACT or SAT I test scores and the student's admission date. An index number of 115 or higher is required to be granted this award. After the first semester of enrollment, students must have completed 15 credit hours while maintaining a minimum 3.0 grade point average to receive the waiver for the second semester. The amount of the award is equal to one half of the difference between non-resident and resident tuition. The students will be placed on the awarding list based on the student's date of admission. The scholarship is then awarded based upon availability of funds. A student can only be awarded one non-resident scholarship. The NRTW scholarship is considered first for students not of a WUE state but a student from a WUE state can choose to have a NRTW. The NRTW cannot be deferred.

*15.6. Non-Resident Scholarships*

15.6.1. **Alumni Legacy Nonresident Waivers** are granted to Snow College by the State of Utah and may be adjusted without prior notice. This award allows Snow College to waive an amount up to the full nonresident portion of tuition for children and grandchildren of Snow College graduates. This is to recognize the legacy of past graduates and promote a continued connection to their alma mater. This waiver is only for the children and/or grandchildren of Snow College graduates who live outside of Utah. A student must have at least one parent or grandparent who has

graduated from Snow College with an associate's degree or higher. A minimum grade point average of 2.5 is required in order to be granted this waiver from one semester to the next. Any credits earned by students on the Alumni Legacy Waiver cannot be used to meet the requirements for Utah residency. This waiver cannot be used in conjunction with any other nonresident waiver. The Alumni Legacy Waiver cannot be deferred.

15.6.2. **Non-Resident Waivers- Legislated (NRESW)** is granted to Snow College by the State of Utah. Snow College has the right to limit these funds and target the student population to be awarded. These waivers are awarded to students based on meritorious standards set by the college. For post high school credit, a grade point average of 3.0 is required in order to be granted this waiver. The amount of this award will be set by Snow College, and cannot be used in conjunction with any other nonresident waiver. This scholarship may be deferred if authorized by the Snow College scholarship office.

### 15.7. *Performance Based and Departmental Scholarships*

15.7.1. Performance Based and Departmental Scholarships are awarded according to talent or excellence in specific areas and may require an audition or portfolio. Each department, in conjunction with the scholarship coordinator, sets their own requirements.

#### 15.7.2. **Guidelines:**

- 15.7.2.1. Departmental scholarships are awarded annually.
- 15.7.2.2. The department will determine the amount awarded to each student.
- 15.7.2.3. Performance Based and Departmental scholarships are not deferrable unless authorized by both the department awarding, and the scholarship office.
- 15.7.2.4. The Scholarship office, in conjunction with the Budget and Controller's offices will determine the amount available for each department to award based on the interest earnings of College investments. The Scholarship Office and the departments will be in contact regarding the amounts available and the deadlines to follow.
- 15.7.2.5. The allocation of investment earnings designated to fund department level scholarships, and/or department requests for funding of new or additional scholarships, may be reviewed annually as requests are received from academic departments. Written requests outlining department justification and demonstrated need for such a change shall be submitted to the Scholarship Office by December 1<sup>st</sup> of the year preceding the start of fall semester when the scholarship(s) would begin. All requests shall be submitted on a form developed and maintained by the Scholarship Office. Requests shall be reviewed by a committee consisting of the College President, Vice President for Academic Affairs, Vice President for Finance and Administrative Services,

and the Vice President of Student Success. Notice of decisions will be made in a timely manner so that scholarship awards may be made in accordance with regular scholarship dates.

- 15.7.2.6. Each department is required to submit their scholarship recipients (clearance memo) to the Scholarship Office by May 1 of each year. Failure to submit awards by May 1 will result in the money being redistributed and awarded by the Scholarship Office to students meeting the fund criteria.
- 15.7.2.7. When entering in, or awarding the scholarships to the recipients on the clearance memos, if a student has a term GPA below 2.0 for the last semester at full time status, the scholarship will not be awarded. This is for new awards, not for students who did not meet the requirements on their scholarship contracts.
- 15.7.2.8. It is the department's responsibility to stay below the allotted amount they are given to award.
- 15.7.2.9. Students cannot be awarded more than full tuition + \$700.00 per semester, unless authorized by the Scholarship Office.
- 15.7.2.10. Departments are allowed to award a portion of private money designated for the individual departments as long as they use the money as a useful recruitment or retention tool and work directly with the scholarship office when awarding. Departments should pay close attention and try not to over award students who have multiple scholarships.

## 15.8. *Private Scholarships*

15.8.1. Many Snow College scholarships are funded from generous donations. The requirements to receive and/or keep these scholarships are set by the donors themselves or by Snow's Advancement & Development Office in accordance with the wishes of the donor. An application for Federal Financial Aid, (FAFSA) is required for many of these awards.

### 15.8.2. **Guidelines:**

- 15.8.3. The Office of Advancement works directly with Snow College Donors. All correspondence with Donors should be coordinated with the Advancement Office.
- 15.8.4. The Scholarship Office determines the qualifying applicants to be awarded private money.
- 15.8.5. The Scholarship Office awards and processes all private scholarships.
- 15.8.6. All private scholarship recipients must submit a thank you letter to the donor(s), and may be asked to participate in thank you videos, donor receptions, etc. Information regarding these additional requirements will be included in the scholarship contract.
- 15.8.7. Departments are allowed to award a portion of private money designated for the individual departments as long as they use the money as a useful recruitment or retention tool and work directly with the scholarship office when awarding.
- 15.8.8. Private scholarships cannot be deferred.

### 15.9. *Leadership Scholarships*

#### 15.9.1. **Ambassador Leadership Scholarships:**

15.9.2. Students applying for leadership scholarships are expected to submit a resume, leadership application, and have a personal interview with the Admissions Advisors/Director. The Director of Admissions and the Advisor to the Director decide on the annual awards.

15.9.3. Once awarded, the student is required to maintain a minimum 3.0 GPA and earn 15 credits each semester.

15.9.4. The student is required to sign and follow all points outlined in the Snow College Ambassador Leadership Contract.

15.9.5. If a student falls below the GPA or credit hour requirement, the scholarship office has the right to cancel disbursement of funds until further notice from the Admissions Director.

#### 15.9.6. **Student Body Officer Scholarships:**

15.9.7. Student Body Officer Scholarships will be awarded through the Student Government Office.

15.9.8. Once awarded, the student is required to maintain a 2.75 GPA and earn 12 credits each semester.

15.9.9. The student is required to sign and follow all points outlined in the Snow College Student Body Officers Leadership Contract and the Individual Position Contract.

15.9.10. SBO scholarships are funded through student fees.

15.9.11. The Director of Student Life and the Director of Admissions are required to submit their scholarship recipients (clearance memo) to the Scholarship Office by May 1 of each year.

15.9.12. The student is required to sign and follow all points outlined in the Snow College Student Body Officer Contract.

15.9.13. If a student falls below the GPA or credit hour requirement, the scholarship office has the right to cancel disbursement of funds until further notice from the Student Life Director.

### 15.10. *Diversity Scholarship*

15.10.1. The Diversity Scholarship takes into account ethnic origin, grade point average, as well as geographic location. Students from the central six county areas will have first consideration for the Diversity Scholarship as follows: 1) Sanpete/Sevier Counties, 2) Juab, Millard, Piute, Wayne Counties, 3) All other Utah residents, 4) US citizens.

#### 15.10.2. **Guidelines:**

15.10.3. The Diversity Scholarship is awarded by the Multicultural Committee



- 15.10.4. The Multicultural Committee is required to submit their scholarship recipients (clearance memo) to the Scholarship Office by June 1 of each year. Failure to submit awards by June 1 may result in the money being redistributed and awarded by the Scholarship Office to students meeting the fund criteria.
- 15.10.5. The Budget Director will determine annually the amount available for the Diversity Scholarship.
- 15.10.6. The Scholarship Office and the Multicultural Committee will be in contact regarding the funds available and the deadlines to follow.
- 15.10.7. This scholarship is available to full and part-time students.
- 15.10.8. Students must maintain a minimum 2.5 GPA and be registered for at least 6 credits.

### 15.11. *Athletic Scholarships*

- 15.11.1. Snow College is a member of the National Junior College Athletic Association (NJCAA) and follows the guidelines for eligibility and scholarships. In addition to the NJCAA regulations, the following rules will govern intercollegiate scholarships:
  - 15.11.2. Athletes will be awarded scholarships up to the allowable limits as outlined by the NJCAA.
  - 15.11.3. Student Fees will generally not be part of the athletic-related aid package.
  - 15.11.4. Athletes will be required to maintain a 2.0 GPA with a minimum of 12 non-repeated credits (NJCAA rule).
  - 15.11.5. Scholarships for athletes with a GPA below 2.0 (for the semester) will not be renewed until the athlete earns a 2.0 GPA (12 credits).
  - 15.11.6. Appeals for lost scholarships will be heard with the following to be considered:
    - 15.11.6.1. Cumulative GPA
    - 15.11.6.2. Eligibility according to NJCAA
    - 15.11.6.3. Extenuating circumstances (must be accompanied by supporting documentation)
  - 15.11.7. Appeals will be heard and ruled upon by the Scholarship Appeals Committee. This will be the final option in the appeals process.
  - 15.11.8. The Athletic Department and the Scholarship Office will be in contact regarding the funds available and any deadlines to follow.
  - 15.11.9. The Athletic Department will determine the amounts awarded to each student based on the authorized scholarship budget.
  - 15.11.10. The Athletic Department is required to submit the names of their scholarship recipients to the Scholarship Office by July 1 of each year, or when the awards are made available to the student athletes.
  - 15.11.11. The Budget Office will determine annually the funds available to award. Ultimately, it is the Athletic Department's responsibility to stay within budget.
  - 15.11.12. When entering in, or awarding athletic scholarships, if a student has a term GPA below 2.0 for the last semester at full time status, the scholarship will not be awarded. This is for new awards.

## 15.12. SCHOLARSHIP CONTRACT

- 15.12.1. The scholarship award letter is a contract between the student and Snow College. By either accepting the scholarship online or by signing the contract with the Snow College Scholarship Coordinator, the student accepts the responsibility to maintain the requirements to keep the award.

## 15.13. SCHOLARSHIP APPEAL PROCESS

### 15.13.1. **Guidelines:**

- 15.13.2. Appeals are reviewed and decided by the Scholarship Director and the Scholarship Appeals Committee. Each academic year, the committee membership is chosen by the Director of Scholarships. The committee consists of the Director and three other employees representing different departments. The membership may vary from year to year.

- 15.13.3. Students appealing a loss of a scholarship are required to obtain supporting documentation from faculty, staff, physician, etc.

- 15.13.4. To appeal, students may appeal the loss of a scholarship by completing a Scholarship Appeal form by the third Friday of each semester.

- 15.13.5. **Loss of Scholarship Due to Grades and/or Credits:** It is the student's responsibility to check their GPA and credit hours at the end of each semester. The scholarship office may not notify every student regarding the loss of an award. If a student loses a scholarship because of grades and/or credits, he or she has until the end of the third week of the semester to rectify the situation. The first course of action for the student should be to contact all instructors to verify that all grades are accurate. If a grade change is made that meets or exceeds the GPA requirement, the student is responsible to contact the Scholarship Office immediately so the scholarship can be reinstated. Please note that we cannot reinstate the scholarship until the grade is posted. Grade changes must be made by the end of the third week of the semester immediately following the grades in question.

- 15.13.6. **ADA Appeals:** Students appealing for a reduction of course load and/or required GPA due to medical or other disabilities must first have documentation on file with the ADA Coordinator.

- 15.13.7. **Medical Appeals:** If a student is appealing because of medical reasons, they must submit the Medical Appeal Form in addition to the Scholarship Appeal Form. These must be submitted by the third week of the semester.

- 15.13.8. **95 Credit Rule:** For Snow College students who are not currently enrolled an accepted into a four year program, and have more than 95 attempted credit hours must petition the Scholarship Appeals Committee to be considered for any Snow College scholarship. Students appealing this rule must have an academic reason for staying at Snow College. Students are strongly encouraged to obtain supporting documentation from a faculty member and document the courses they expect to complete. Appeals for this purpose will be considered throughout the semester, but students are encouraged to appeal as early as possible. Students appealing under this category are appealing for the right to be considered for a scholarship. If the appeal is approved, it does not automatically guarantee the student a scholarship.

#### 15.14. WITHDRAWING OF SCHOLARSHIP FUNDS

##### 15.14.1. Academic Scholarships:

- 15.14.1.1. Academic scholarships will not disburse into the student's account (at the beginning of each semester) unless the student is registered for the required 15 credit hours.
- 15.14.1.2. The funds will be withdrawn if the student drops below 15 credit hours within the first three weeks of the semester.
- 15.14.1.3. After the third week (the 21<sup>st</sup> day), if the student drops below 15 credit hours, the scholarship will not be renewed for the following semester.
- 15.14.1.4. If the student completely withdraws from school before the 60% semester date, the scholarship is withdrawn in its entirety.
- 15.14.1.5. After the 60% date, if the student completely withdraws, the scholarship will not be renewed for the following semester.

##### 15.14.2. Departmental, Performance based and Private Scholarships:

- 15.14.2.1. Departmental, Performance based and Private scholarships will disburse at the beginning of each semester as long as the student is enrolled in at least 10 credit hours. If the student is enrolled for less than 10 credit hours, the Scholarship office will need to approve.
- 15.14.2.2. Each scholarship has its own set criteria. It is the student's responsibility to enroll in the required number of credit hours.
- 15.14.2.3. If the student completely withdraws from school before the 60% semester date, the scholarship is withdrawn in its entirety.
- 15.14.2.4. After the 60% date, if the student completely withdraws, the scholarship will not be renewed for the following semester.

#### 15.15. DUPLICATION OF AWARDS

- 15.15.1. Due to limited scholarship resources and the need to distribute scholarships among as many students as possible, Snow College limits the

amount awarded to each student. Therefore, if a student is awarded two scholarships from different departments, the student may be required to accept only one of the awards. In such cases the student should carefully read the Scholarship Contract for each award before making any decision.

- 15.15.2. Students cannot be awarded more than full tuition + \$700.00 per semester, unless authorized by the Scholarship Office.

15.16. **DEFERMENT OF SCHOLARSHIPS (SCHOLARSHIP HOLD)**

- 15.16.1. Students who wish to hold (defer) a scholarship must complete a Leave of Absence Form. Some Snow College scholarships are not eligible for deferment. The scholarship award letter clearly identifies deferment eligibility. Scholarships may be held (deferred) by those students wishing to interrupt their education for military service, medical reasons, or organized service programs through the student's church, community or government. Scholarships will be held for a period of 32 months. A student must submit documentation with the Leave of Absence Form supporting the reason for interrupting their education. If a student attends another institution before the deferment or after he or she returns, the scholarship will be canceled. The scholarship office must be notified of when the student plans on returning or enrolling; this is the student's responsibility.

15.17. **ACT WAIVER WITH ADA DOCUMENTATION**

- 15.17.1. If a student submits documentation of a disability as defined under the ADA statues, the ACT may upon the student's request be waived as a requirement for admission. This documentation must be on file with the Snow College Accessibility Resource Center.
- 15.17.2. A student who does not take the ACT because of a documented ADA disability must check with the Scholarship Office for alternate scholarship requirements.

## Summary Table

Scholarship/Waiver	Deadline	GPA	Cr hrs.	Length of Award (in semesters)	Deferrable
Academic Excellence	March 1	3.5*	15	4	Y
Academic Merit	March 1	3.25	15	2	Y
Scholastic Merit	March 1	3.25	15	2	Y
Sterling Scholar	May 1	3.5	15	4	Y
Returning/Transfer Academic	March 1	3.5	15	2	N
WUE	March 1	3.0	15	4	N
Alumni Legacy	-	3.0	12	4	N
NRTW	March 1	3.0	15	2	N
NRESW	-	3.0	6	1-4	N
Performance Based	Varies	Varies	12	2	N***
Departmental	March 1	Varies	Varies	2	N***
Private	March 1	Varies	Varies	2	N
Ambassador Leadership	Varies**	3.0	15	4	Y
Student Body Officer	Varies	2.75	12	2	N
Diversity	May 1	2.5	6	2	N
Athletic	Varies	2.0	12	1-4	-

\*A cumulative GPA of 3.7 is required after the second semester.

\*\*Students must have a preliminary interview the end of February.

\*\*\*Performance Based and Departmental scholarships are not deferrable unless authorized by both the department awarding, and the scholarship office.