

CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

STUDENT AFFAIRS

SUBJECT: SCHOLARSHIPS

REVIEWER(S): Director of Financial Aid*
Business Operations Manager
Dean of Student Affairs and Enrollment Management
Director of Advancement and Alumni Relations

POLICY

Carolinas College of Health Sciences and the Atrium Health Foundation (the Foundation) work together to provide an institution-based scholarship program for students. Scholarships are designated as need-based (using federal methodology to determine estimated family contribution), merit-based (academic achievement based on GPA – high school or college), or a combination.

The college will make applications for scholarships available to students without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, handicap, disability, military status, genetic information indicating predisposition to chronic diseases, or any other basis prohibited by law. External scholarships are an important resource for some students. The Director of Financial Aid or their designee and the Director of Advancement and Alumni Relations facilitate student awareness of external scholarships and seek those resources for students. The procedure below is used for institution-based scholarships.

PROCEDURE

- A. The Foundation manages donor contributions, investments, fund reporting, and disbursement determination for the college, per the terms of a memo of understanding.
- B. Publication
 1. The Foundation will provide the college with specific scholarship information by March of each year, including
 - a. Scholarship funding disbursements that can be made
 - b. Scholarship amounts which are available for disbursements
 - c. Stipulations for awards, if any
 2. Availability of scholarship monies will be published in the following:
 - a. Catalog/student handbook
 - b. Student newsletter
 - c. College website
 - d. Learning management system
- C. Application for Scholarship
 1. Scholarship applications will be created by the Director of Advancement and Alumni Relations
 2. Scholarship applications will be available to all accepted applicants and all active students during the following timeline:
January – Summer Scholarship Application Opens
February – Fall Scholarship Application Opens
September – Spring Scholarship Application Opens
 3. Scholarship applications will include:
 - a) Demographic information
 - b) Student agreement
 - c) For merit scholarships: release of academic information
 - d) For need scholarships: financial information
 - e) Other information pertinent to specific scholarship guidelines

4. Need-based data will be retrieved from the Central Processing System (CPS) and NSLDS.
 - a) The federal application for student aid (FASFA) will be available to students online.
 - b) Need-based scholarship applicants must:
 - Complete the online application for student aid (FASFA)
 - Provide verification of income reported on the FASFA, if required
 - Be received by the deadline to be considered. The deadline will be specified on the application.
5. Most scholarships are not automatically renewed; therefore, scholarship recipients from the previous year must reapply for scholarships.

D. Processing

1. Scholarship applications will be processed by the Director or their designee.
2. The Director or their designee will create a database of scholarship applicants including the following
 - b) Name
 - c) Academic information, if applicable
 - d) Financial need information, if applicable
 - e) Other information pertinent to specific scholarship guidelines

E. After the application period has concluded, the scholarship subcommittee will review the applicant database and award selected applicants based on the following criteria:

1. For merit-based applicants:
 - a) New students – Scholarships will be awarded to the highest academically ranked students
 - b) Second year students - The student's cumulative grade point average in the first year of the curriculum
2. For need-based students:
 - a) The Estimated Family Contribution (EFC) assigned to the student by the Department of Education
 - b) Ineligibility for Pell based on completion of undergraduate degree
 - c) Date FAFSA was completed

In addition, the scholarship subcommittee will match qualified students to scholarship criteria based on donor criteria listed in the scholarship fund guidelines.

F. Notification of Award

1. Recipients will be notified of the scholarship award in writing as a part of the annual financial aid award letter or as soon as possible after the selection process is completed, if not completed prior to the release of the award letters.
2. Financial aid award letters will be generated and sent to applicants by the Director or their designee.
3. Supplemental Notification letters will include:
 - a) Name of scholarship awarded
 - b) Amount of award
 - c) Amount to be disbursed to the student each semester
 - d) A request for a "thank you" note to the Director of Advancement and Alumni Relations

G. Scholarships are applied to student accounts after registration is complete for the semester, along with other financial aid (loans, grants, service obligations, etc.).

1. Disbursement requests will be completed for students with a credit balance
 - a) Scholarship name and amount will be documented on the disbursement request
 - b) Checks will be sent through CoreConnect

2. Tuition payments may be deferred until receipt of scholarship funds for students receiving scholarships.
- H. In the event of withdrawal of a scholarship recipient prior to disbursement of all scholarship monies:
1. The scholarship monies will be awarded in the following awarding period to a new applicant that is chosen by the scholarship committee
- I. The Scholarships policy and procedure will be reviewed bi-annually.