

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

STUDENT AFFAIRS

SUBJECT: SCHOLARSHIPS

REVIEWER(S): Director of Financial Aid*
Dean of Administrative and Financial Services
Dean of Student Affairs and Enrollment Management
Director, Development and Alumni Relations

POLICY

Carolinas College of Health Sciences provides scholarships to students consistent with the specifications of our benefactors based on financial need and/or merit. All funds provided by private and corporate donors, alumni, and the Carolinas College Advancement Fund, held by the Atrium Health Foundation, are deemed to be institutional awards. 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.

Carolinas College scholarships are leveraged to ensure maximum utilization of funds to meet the colleges' enrollment goals and attract and retain academically talented students, contribute to the diversity of the college community, and remove financial barriers to attendance to maintain access for all qualified students.

PROCEDURE

- A. The Atrium Health Foundation manages donor contributions, investments, fund reporting, and disbursement determination for the college, per the terms of a memo of understanding.
- B. The department of student affairs and enrollment management working with the academic programs will be provided flexibility to accomplish annual enrollment goals through the coordination of scholarship awards. Centralized coordination of scholarship fund awards will be conducted through the financial aid office and applied directly to student accounts. Enrollment goals and associated scholarship strategies will be reviewed annually by the dean of student affairs and enrollment management, the dean of finance and administrative services, the director of development and alumni relations and program chairs. Institutional scholarship strategies and priorities will be approved annually by president's council.
- C. Scholarships are funds awarded to students based on financial need, academic achievement or other specified criteria designed to meet enrollment goals. Scholarships may be awarded on a one-time or renewable basis. Scholarships include funds awarded for tuition, fees, books and other educational expenses.
 1. A small portion of the College's scholarships have restrictions or preferences (in addition to need and/or merit) based on donor designations. The College does not permit scholarships with restrictions based on a student's race or national origin. Scholarships with preferences based on race or national origin, along with other factors such as academic performance, demonstrated personal integrity, socioeconomic disadvantage and involvement in the candidate's school or community, may be permitted for the purpose of increasing and sustaining the diversity of the student body.
 2. The use of race-conscious scholarships is not the sole source of diversity-based aid; scholarships are offered based on diversity characteristics other than race or national origin including socioeconomic status/need, service/extracurricular accomplishments, veteran/military status, and family background/upbringing (e.g., first generation college, child of a minister).
 3. Race-conscious scholarships are a small component of the College's overall strategy to achieve the goal to foster a diverse learning environment. Numerous other methods are used in student recruitment efforts, campus outreach and education.

D. Processing of Scholarships

1. The financial aid office is the college authority for determining financial need. As such, the financial aid office will coordinate with the director of development and alumni relations to determine eligibility and make the selection of recipients for all scholarships.
2. Donors set the criteria for recipient selection (i.e., financial need, program of study, etc.). When the donor (or funding source) is silent on selection criteria, the awarding of funds will be available to use for scholarships consistent with college enrollment goals. The director of development and alumni relations is responsible for the interpretation of language for all existing funds with respect to scholarship and grant awarding requirements. The goal is to provide proper stewardship of funds based on donor wishes while maximizing flexibility to meet enrollment goals.
3. For maximum impact on meeting enrollment goals, scholarship awards to incoming students will be coordinated with the admissions office to occur as closely following acceptance as possible. The financial aid office, in coordination with the admissions office, will maintain and distribute a college-wide disbursement timeline for scholarship awards.
4. The financial aid office will maintain a general scholarship application. Deadlines and applications will be developed and published annually. Scholarships awarded outside of the traditional disbursement timeline must be approved by the director of financial aid and the director of development and alumni relations.
5. A review committee will be established each year to award scholarship funds. The review committee will be informed by the financial aid office of the available scholarships and will rate applicants using established criteria specific to each scholarship. The review committee will be chaired by the director of financial aid (or designee) and will include the director of development and alumni relations, someone from the admissions office, and one additional person outside of student affairs and enrollment management.
6. A student's total aid package cannot exceed the student's cost of attendance, and, in the case of need-based scholarships, cannot exceed the proposed recipient's unmet need. Upon notification by the financial aid office, the scholarship will be applied to the student's account by the business office. This procedure does not preclude recognition of the scholarship in the form of a ceremony in which the recipient is presented with a certificate or "ceremonial check."
7. Scholarship recipients are required to write a thank you letter. Recipients of renewable award will be required to write a new thank you letter for each year the scholarship is renewed. Letters should be sent to the director of development and alumni relations who will forward the letters to the appropriate donor. Awards will not be issued until a thank you letter has been received.

E. Scholarship Program Review. Annually, the financial aid office, in coordination with the director of development and alumni relations, will conduct an audit to evaluate the scholarship program, as well as individual scholarships with restrictions or preferences to evaluate whether any change in circumstances has occurred and whether the purpose of the restriction or preference has been satisfied or can continue to be fulfilled.

F. The Scholarships policy and procedure will be reviewed bi-annually.