

**SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.**  
**SFP-4000**

**SUBJECT:** Guidelines for Scholarships

**REFERENCE:** SFP-2000, Student Award Processing Policy

**ORIGINATION:** September 2009

**EFFECTIVE:** September 2009

**REVIEWED:**

**SECTION 1. PURPOSE**

- 1.1 The IRS has ruled that the selection of the recipient of a scholarship must be beyond the donor's control in order for the donation to be eligible for a tax deduction. The objective of this policy is to provide specific guidelines related to gifts which are restricted for scholarship awards.

**SECTION 2. DEFINITIONS**

- 2.1. None.

**SECTION 3. POLICY STATEMENT**

- 3.1. Gifts which are restricted by donors specifically to provide scholarship awards to students have additional guidelines that must be taken into consideration. The Southern Foundation Scholarship Selection Committee is responsible for making sure that these guidelines are followed and that adequate documentation supporting the selection is maintained in the Office of Development. The following highlights the additional factors that must be taken into consideration when a recipient is selected:
- 3.1.1. The selection of the recipient must be beyond the donor's control. Therefore, the selection of the recipient must be made by the Southern Foundation Scholarship Selection Committee. The donor may make a recommendation or serve on a selection committee; however, there must be an understanding that no preference will be provided to the donor's recommended recipient. The final decision must be determined by the Vice President for Development.
  - 3.1.2. The selection should be on an objective and nondiscriminatory basis. This requires that the group from which the recipient is selected be chosen on the basis of criteria related to the donor's purpose of the donation. The group should also be sufficiently large to constitute a charitable class.
  - 3.1.3. If applicable, the specific written criteria agreed upon by the donor and the foundation must be followed in the selection process.
  - 3.1.4. The individuals involved in selecting a recipient of a scholarship should not be in a position to derive a private benefit, directly or indirectly.
  - 3.1.5. If the donor does not designate specific criteria for selection, then the Southern Foundation Scholarship Selection Committee must determine the selection criteria for the award.

3.1.6. Southern West Virginia Community and Technical College policies on diversity and financial aid must also be followed.

3.2. All other applicable gift acceptance policies adopted by the foundation shall also be followed when accepting gifts.

#### **SECTION 4. BACKGROUND OR EXCLUSIONS**

4.1. None.

#### **SECTION 5. GENERAL PROVISIONS**

5.1. None.

#### **SECTION 6. RESPONSIBILITIES AND PROCEDURES**

6.1. Award Amounts

6.1.1. By March 1 of each year, the Foundation Accountant will prepare a list of all available awards including interest earnings and total dollars available for award. The list will be provided to the Vice President for Development, President of Southern and the Foundation Executive Committee. The Executive Committee will determine the total amount of award dollars to be disbursed for the academic year and approve any deviations from the amounts in writing.

6.2. Selection of Recipients

6.2.1. The Southern Foundation Scholarship Selection Committee or specific committees established for restricted scholarships will be responsible for recommending the scholarship recipient(s), in accordance with established guidelines. The Vice President for Development will contact members of each selection committee in March of each year to assure that each committee has scheduled a meeting to determine eligible recipient(s). The Vice President for Development will provide each committee with the following:

6.2.1.1. The current guidelines for the scholarship.

6.2.1.2. The dollar amount available for current year's award.

6.2.1.3. If requested, record information of the prior year's recipient(s).

6.2.1.4. A list, compiled from completed scholarship application forms, of eligible applicants.

6.3. Scholarship Award Form

6.3.1. The Southern Foundation Scholarship Selection Committee will select the recipient of the scholarship award in accordance with the policy outlined above and will complete the Scholarship Award Form. Information to be completed on the form includes the following:

6.3.1.1. Selection Committee Representative: The name of the person preparing the form and the date.

6.3.1.2. Scholarship information: Account name and number.

6.3.1.3. Scholarship award period: Indicate the year and the term.

- 6.3.1.4. Final disbursement: Indicate if there will be additional award disbursements to the student.
  - 6.3.1.5. Recipient information: Indicate the recipient name, assigned student identification number of the recipient, and the dollar amount awarded.
  - 6.3.1.6. Signatures: Obtain the Vice President for Development signature or the appointed designee, for final approval of the recipient. Both the authorizers on the form must be aware that they are certifying by signing the form that the Southern Foundation Scholarship Selection Committee is in compliance with the award process policy and that the Development Office will maintain the documentation regarding the selection.
- 6.3.2. The Vice President for Development will prepare and maintain a permanent folder with Scholarship Award Forms in the Development Office as well as ensure that a copy is given to the Student Financial Aid Office and Business Office.
- 6.4. Notification to Recipients
- 6.4.1. Once the recipient is selected, the Southern Foundation Scholarship Selection Committee must complete a Scholarship Award Form and submit the form to the Vice President for Development for approval.
  - 6.4.2. The Vice President for Development will evaluate the committee's recommendation(s) based on the student's total award package
  - 6.4.3. Once final approval of the Vice President for Development has been given, he/she will
    - 6.4.3.1. Give the Scholarship Award Form to the Foundation Accountant for dissemination.
    - 6.4.3.2. Provide a scholarship award letter to the eligible recipient(s).
- 6.5. Late Awards
- 6.5.1. In the case of late awards, the Vice President for Development will prepare and retain a copy of individual Deferment Forms. A copy of this deferment form will be provided to the following:
    - 6.5.1.1. Business Office
    - 6.5.1.2. Bookstore
    - 6.5.1.3. Financial Aid
    - 6.5.1.4. Scholarship Recipient
- 6.6. Monitoring Continuing Eligibility
- 6.6.1. The Vice President for Development will be responsible for performing grade and other audits of each scholarship recipients' status to ensure that the student continues to meet the eligibility requirements of their individual scholarship guidelines. The Vice President for Development will notify the student, the Student Financial Aid Office, Business Office and the Foundation, in writing, of any changes in a student's status so that the award amount can be adjusted.

6.7. Changes in Enrollment Status

6.7.1. The Business Office will notify the Vice President for Development if a student's enrollment status changes, causing a reduction in the student's tuition charges, to determine if the Foundation scholarship should be reduced or eliminated. If an award amount changes, the Vice President for Development will notify the Student Financial Aid Office, the Foundation Accountant, and the Business Office by preparing a revised deferment form. The Business Office will provide the Vice President for Development, the Student Financial Aid Office, and the Foundation Accountant with a list of those eligible scholarship recipients who did not enroll for the semester.

6.8. Follow-up

6.8.1. If, for any reason, a scholarship cannot be awarded to the student(s) or student alternates as submitted by the Southern Foundation Scholarship Selection Committee, the committee will be contacted by the Vice President for Development. At that time the Southern Foundation Scholarship Selection Committee will provide any additional recommendations in writing to the Vice President for Development.

**SECTION 7. CANCELLATION**

7.1. None.

**SECTION 8. REVIEW STATEMENT**

8.1. This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Foundation Executive Committee that the policy be amended or repealed.

**SECTION 9. SIGNATURE**

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**President** **Date**

**Attachments:** SFP-2000.A, Scholarship Award Form.  
SFP-4000.A, Deferment Form.

**Distribution:** Members, Southern West Virginia Community College Foundation, Inc.  
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**Revision Notes:** None.