

**SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.**  
**SFP-4002**

**SUBJECT:** Textbook Scholarship Guidelines for Southern West Virginia Community and Technical College Employee/Spouse/Dependent Children

**REFERENCE:** None

**ORIGINATION:** September 2009

**EFFECTIVE:** September 2009

**REVIEWED:** December 14, 2011

**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 Textbook Scholarship Guidelines for Southern West Virginia Community and Technical College Employee/Spouse/Dependent Children.

**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. The Southern Foundation Scholarship Selection Committee will approve or disapprove scholarship applications based on the following guidelines:

6.1.1. Scholarships will be based on one or more of the following:

6.1.1.1. Need (as determined by federal guidelines).

6.1.1.2. Extraordinary circumstances or economic hardship that would warrant assistance.

6.1.2. Scholarship Awards

6.1.2.1. Scholarships will not exceed \$500 per semester.

6.1.2.2. Scholarships are limited to \$1,000 per employee, per fiscal year.

6.2. Process

6.2.1. No applications will be processed without the following:

6.2.1.1. Applicants must complete an “Application for Admission” to Southern West Virginia Community and Technical College.

6.2.1.2. Applicants must complete the FAFSA (Free Application for Federal Student Aid).

6.2.1.3. Applicants must complete the “Textbook Scholarship Application” prior to each semester. Deadlines are as follows:

6.2.1.3.1. Fall semester is April 1.

6.2.1.3.2. Spring semester is October 1.

6.3. Notification

6.3.1. Scholarship recipients will be notified in writing by the Development Office.

- 6.4. Payment will be made to Southern West Virginia Community and Technical College.
- 6.5. Due to limited resources, priority may be given to first time degree seeking students.

**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 Board that the policy be amended or repealed.

**SECTION 9. SIGNATURE**

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**President** **Date**

**Attachments:** SFP-4002.A, Textbook Scholarship Application.

**Distribution:** Members, Southern West Virginia Community College Foundation, Inc.  
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[www.southernwv.edu](http://www.southernwv.edu)

**Revision Notes:** December 2011 - Revision reflects the removal of the number of semesters a student may be awarded a scholarship.