

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

SUBJECT: Scholarship Award Processing Policy

REFERENCE: None

ORIGINATION: September 2009

EFFECTIVE: September 22, 2021

REVIEWED: April 1, 2021

SECTION 1. PURPOSE

- 1.1 Scholarship support for students is one of the primary objectives for fundraising and directly supports Southern West Virginia Community and Technical College and its mission. All such expenses paid from foundation funds must be in accordance with donor restrictions on the specific account from which they are to be paid and must comply with IRS regulations and foundation policies and procedures.

SECTION 2. DEFINITIONS

- 2.1 Southern Foundation Scholarship Selection Committee – the committee is primarily comprised of the three employees in the Development Office. A donor(s) and/or member of the Executive Board may serve on the committee if they so wish.

SECTION 3. POLICY STATEMENT

- 3.1 Gifts that 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 IRS has ruled that the selection of the recipient of a scholarship must be beyond the donor's control for the donation to be eligible for a tax deduction. 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 Chief Development Officer.
 - 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 based on 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 Executive Board 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 Chief Development Officer, 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 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 fully complete all scholarship applications for which they are applying before the deadline. Priority deadlines are as follows: Fall semester is April 15 and Spring semester is October 15 unless otherwise stated on the application.

- 6.3 Approval or disapproval of scholarship applications:

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

6.3.1.1 Financial need (as determined by federal guidelines). These are “last dollar scholarships” designed to provide funds to those students who have an unmet financial need after applying for other sources of assistance. All scholarships awarded by the Southern Foundation will be “last-dollar” unless the donor(s) requests, in writing, to be excluded as last-dollar.

6.3.1.2 Academic performance. Students must be in good academic standing.

6.3.1.3 Extraordinary circumstances or economic hardship that would warrant assistance.

6.3.1.4 Scholarships may be awarded for up to four semesters. Applicants must complete a new application before each semester unless the scholarship is awarded for the academic year.

6.3.1.5 Priority may be given to first time degree-seeking students.

- 6.4 Selection of Recipients

- 6.4.1 The Southern Foundation Scholarship Selection Committee established for restricted scholarships will be responsible for recommending the scholarship recipient(s), following established guidelines. The Chief Development Officer will contact members of the selection committee in

March of each year to assure that the committee has scheduled a meeting to determine the eligible recipient(s). The Chief Development Officer will provide the committee with the following:

- 6.4.1.1 The current guidelines for the scholarship.
- 6.4.1.2 The dollar amount available for current year's recipients.
- 6.4.1.3 If requested, record information of the prior year's recipients.
- 6.4.1.4 A list, compiled from completed scholarship application forms, of eligible applicants.

6.5. Scholarship Award Form

- 6.5.1 The Southern Foundation Scholarship Selection Committee will select the recipient of the scholarship award under the policy outlined above and will complete the Scholarship Award Form. Information to be completed on the form includes the following:
 - 6.5.1.1 Selection Committee Representative: The name of the person preparing the form and the date.
 - 6.5.1.2 Scholarship information: Account name.
 - 6.5.1.3 Scholarship award period: Indicate the year and the term.
 - 6.5.1.4 Final disbursement: Indicate if there will be additional award disbursements to the student.
 - 6.5.1.5 Recipient information: Indicate the recipient name, assigned student identification number of the recipient, and the dollar amount awarded.
 - 6.5.1.6 Signatures: Obtain the Chief Development Officer 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.
 - 6.5.1.7 Chief Development Officer will prepare and maintain a permanent folder with Scholarship Award Forms in the Development Office as well as ensure that a list of the scholarship_recipients is given to the Business Office.

6.6 Notification to Recipients

- 6.6.1 Once the recipient is selected, the Southern Foundation Scholarship Selection Committee must submit the completed Scholarship Award Form to the Chief Development Officer for approval.
- 6.6.2 The Chief Development Officer will evaluate the committee's recommendation(s) based on the student's total award package
- 6.6.3 Once final approval of the Chief Development Officer has been given, he/she will:
 - 6.6.3.1 Give the Scholarship Award Form to the Foundation Accountant for dissemination.
 - 6.6.3.2 Provide a scholarship award letter to the eligible recipient(s).

6.7 Award Requirements

- 6.7.1 Payment will be made to Southern West Virginia Community and Technical College for the stated award.

6.8 Monitoring Continuing Eligibility

- 6.8.1 The Office of 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 scholarship guidelines. The Chief Development Officer 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.

6.9 Changes in Enrollment Status

- 6.9.1 The Student Services Office will notify the Chief Development Officer 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 Chief Development Officer will notify the Foundation Accountant, and the Business Office through an email notification.

6.10 Follow-up

6.10.1 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 Chief Development Officer. At that time the Southern Foundation Scholarship Selection Committee will provide any additional recommendations in writing to the Chief Development Officer.

SECTION 7. CANCELLATION

7.1 None.

SECTION 8. REVIEW STATEMENT

8.1 This policy shall be reviewed regularly 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

President

Date

Attachments: SFP-4000.A, Scholarship Award Form.
SFP-4000.B, Southern Foundation Scholarship Application

Distribution: Members, Southern West Virginia Community College Foundation, Inc.
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Revision Notes: April 2021 - Revisions reflect changes in position title, clarification on approval and disapproval of scholarship applications, the scholarship award process, and being “last-dollar” awards.