

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1725**

SUBJECT: Private Scholarships

REFERENCE: None.

ORIGINATION: July 1, 1984

EFFECTIVE: December 11, 2012

REVIEWED: September 25, 2012

SECTION 1. PURPOSE

- 1.1 All private scholarships (that is, those different than Southern Scholarships or the West Virginia Higher Education Grant) established to assist students while they are in attendance at Southern West Virginia Community and Technical College shall be handled in a prescribed manner. It is a practice of the College to actively seek out individuals and groups to contribute funds to assist needy, academically talented, or otherwise special students.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy is applicable to the distribution of private scholarships at Southern West Virginia Community and Technical College and administered through the Southern West Virginia Community College Foundation.

SECTION 3. DEFINITIONS

- 3.1 Private scholarships are funds given to the Southern West Virginia Community College Foundation for the sole purpose of assisting students with their educational expenses at Southern West Virginia Community and Technical College.

SECTION 4. POLICY

- 4.1 This policy establishes guidelines for the process of the receipt and distribution of private scholarships for the students at Southern West Virginia Community and Technical College. The Southern West Virginia Community College Foundation will administer the scholarships through the Office of the Vice President for Development in collaboration with the Office of Student Financial Assistance.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Southern Scholarships and West Virginia Higher Education Grant Scholarships are excluded.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES

- 7.1 When an individual, group, corporation, civic organization, etc., decides to contribute funds for the specific purpose of providing financial assistance to students of Southern West Virginia Community and Technical College, the following steps shall be taken:
- 7.1.1 The Vice President for Development shall be notified immediately by the College contact person. The Vice President for Development may delegate responsibility for establishing the scholarship to the Director of Student Financial Assistance.
 - 7.1.2 Arrangements for publicity, if desired by the sponsor, shall be made with the Director of Media.
 - 7.1.3 If a sponsor desires scholarships may be directed to a certain campus or county.
 - 7.1.4 Non-specific monetary donations for scholarships shall be deposited in the Southern West Virginia Community College Foundation Account for general scholarship awards.
 - 7.1.5 Certain criteria or restrictions for the awards shall be set by the sponsor and/or the Vice President for Development and Director of Student Financial Assistance.
 - 7.1.6 The selection of a recipient of the scholarship shall be made by the Southern Foundation Scholarship Committee. This committee may consist of donor designees, the Southern Foundation liaison, the Director of Student Financial Assistance, and the President of the Foundation or his/her designee. The Director of Financial Assistance in conjunction with the Vice President for Development shall then have the responsibility of awarding the scholarship and also monitoring the progress of the scholarship recipient.
 - 7.1.7 The scholarship funds, if submitted to the College by a third-party provider, shall be forwarded to the Manager of Business and Auxiliary Services for deposit as revenue for the College, and will be entered on the student's account for credit for the current semester.
 - 7.1.8 At the time of registration, in lieu of payment for tuition (and/or books), the scholarship recipient shall present the award letter to the Campus Business Office.
 - 7.1.9 Disbursements for more than tuition, books and supplies, shall be handled on an individual basis by the Director of Student Financial Assistance with oversight by the Vice President for Development.
 - 7.1.10 For cases where the sponsor retains the funds until billed, the student, at the time of registration, presents the award letter to the Campus Business Office. The responsibility of the billing for private scholarships through the Southern Foundation will be completed by the Office of the Vice President for Development.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

- 9.1 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 Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

Distribution: Board of Governors (12 members)
 www.southernwv.edu

Revision Notes: March 20, 2008 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities.

 September 25, 2012 – Reviewed policy for accuracy. Minor revisions were made which reflect changes in position titles.