

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

SUBJECT: Private Scholarships

REFERENCE:

ORIGINATION: July 1, 1984

EFFECTIVE: July 1, 1984

REVIEWED: March 20, 2008

SECTION 1. PURPOSE

- 1.1 All private scholarships (that is, those different from Southern Scholarships or 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, Incorporated.

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 students of 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 AND PROCEDURES

- 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. 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 Vice President for Communications.
 - 7.1.3. If a sponsor desires, scholarships may be directed to a specific campus or county.
 - 7.1.4. Nonspecific 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 Student 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 campus Business Office 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 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 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)
Office of the President
Office of the Executive Vice President
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Office of the Chief Financial Officer
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Faculty Senate Chair
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Libraries (Harless and Williamson Campus)
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Revision Notes: Revisions reflect changes in procedure or documentation requirements and provide clarity in management responsibilities.