



Title:	Scholarship Policy
Effective Date:	11/18/2015
Last Revision Date:	N/A
Office:	Student Affairs

Scholarship Policy

Purpose: The purpose of this policy is to define the awarding of scholarships at Northshore Technical Community College.

Scope: This policy applies to all candidates for scholarships.

Definition of Scholarships: Scholarships at Northshore Technical Community College serve the purpose of providing financial support to promote the recruitment and retention of high achieving and talented students.

Policy on Scholarships: All scholarship awards are subject to the following conditions. Any student accepting a scholarship must accept the following conditions:

1. All requirements associated with receipt of a scholarship are to be made available to potential recipients. For more information go to: www.NorthshoreCollege.edu
2. The scholarship committee reserves the right to review or cancel awards due to changes in financial standing, academic or program status, if such criteria are specified as a requirement for receipt of a scholarship. All scholarship recipients must be in good standing.
3. All awards are tentative subject to receipt of funds by Northshore Technical Community College and final verification of academic records and acceptance to the College.
4. Some awards require full time enrollment (minimum 12 hours per semester); specifications are provided for each award.
5. Scholarship recipients must maintain the required academic standing as designated by the scholarship criteria.
6. If a student completely withdraws from Northshore Technical Community College, the scholarship will be cancelled. The semester the student drops below the required hours and/or withdraws, will be considered a semester of eligibility.
7. If the scholarship is renewable, renewal will be automatic contingent upon all conditions of the award being met. Students receiving renewable scholarships are evaluated at the end of each spring semester to determine if they are eligible for continuance of the scholarship into the



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next award period. Students must become familiar with the renewal criteria of their scholarship.

8. Unless otherwise noted, scholarship awards are disbursed once a semester, fall and spring. Award amounts in excess of fees will be processed in the normal refund process.
9. Applicants will be notified via email of the committee's decision.
10. All scholarship recipients must send a thank you note to the donor, and meet other expectations outlined by the donor.

Northshore Technical Community College policy does not permit a student to receive institutional funds in conjunction with other outside funds in excess of the Cost of Attendance (COA). Scholarship recipients cannot exceed their COA institutional funds. A combination of scholarships, federal aid, and outside assistance cannot exceed COA. If all sources of aid exceeds the COA, Northshore Technical Community College will reduce accordingly. Scholarships have no impact on Pell Grant eligibility or amounts. All students are provided an estimated COA. The COA is an estimated calculation of a student's tuition and fees, books and supplies, room and board, transportation, and miscellaneous/personal expenses for the enrollment period. The COA is reviewed each year. Some scholarship programs may specify "direct cost only," including costs for tuition and fees, books and supplies, room and board-these awards will not generate a refund. Students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) each academic year. The FAFSA is required for all need based scholarships.

Scholarship Appeals Committee: In most cases students are required to maintain a certain GPA, complete a certain number of credits, and in some cases, remain in an eligible major in order to renew their scholarship. Please note that repeated courses may not count toward meeting minimum credit requirements. If requirements are not met, the scholarship will not be offered for the upcoming award period. If a student has extenuating circumstances that may impact renewal eligibility, an appeal letter may be submitted to the committee which explains and documents the circumstance.

Deferring Scholarships: In some circumstances, Northshore Technical Community College will defer a scholarship if a student's attendance is interrupted due to a mitigating circumstance. A mitigating circumstance(s) is an unusual or unexpected event beyond the student's control. Examples of mitigating circumstances are as follow: personal illness, injury, military deployment, death of immediate family member, church service, undue hardship, or other valid reasons, provided that a student meets certain criteria. For a student's scholarship to be deferred, they must attend at least one semester prior to departure and meet the minimum criteria. Enrollment at another college or university during the deferment period will result in an automatic cancellation of the scholarship. To request a deferral, a student must submit a letter prior to leaving Northshore Technical Community College. The letter should request that the scholarship be held for a specified period of time, when the student is leaving, when planning to return and the reason for the deferment request. Our general policy is that scholarships can be held for up to one semester, if approved. Also, the approval is dependent on the availability of remaining scholarship funds. The letter should be submitted to the Scholarship Committee via Scholarships@NorthshoreCollege.edu



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Scholarships while on Education Abroad: If a student going on education abroad is currently receiving a scholarship, the scholarship committee will evaluate if the scholarship can be used toward their education abroad or if a deferment is required. The student must write a letter to the committee telling them they are going on exchange, where they are going, and what type of exchange, and when they plan to return.

Outside Scholarships: If a student is named the recipient of a scholarship from a donor or source other than Northshore Technical Community College, the scholarship must still be processed through the financial aid office. Along with the check, donors should provide instructions related to the rules and regulations required of the recipient.

Scholarship Disclaimer: All scholarships that require students to maintain specified enrollment status will be evaluated by the Financial Aid office on the census date for the semester. The scholarships will disburse to a student as long as they meet all of the requirements for the award. If the recipient has dropped enrollment below the required enrollment status of the award, the scholarship will be cancelled.

Criteria and award amounts for Northshore Technical Community College scholarships are subject to change each year.

Review Process:

X	Reviewing Entity	Review Date	Effective Date
X	NTCC Chancellor/Appointing Authority	10/02/2015	11/18/2015
X	College Leadership Committee	10/02/2015	11/18/2015
X	Student Affairs Committee	10/02/2015	11/18/2015

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