



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Student Scholarships awarded by the BMCC Foundation
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Purpose/Principle/Definitions:

This information will enable staff to answer basic questions about BMCC Foundation scholarships and how students apply for them. It will also give guidelines when a donor wants to establish a scholarship.

Managing the scholarship process is a cooperative effort between the Foundation, Financial Aid office, and the Business office. Contacts are as follows:

- Foundation – Scholarship information (Karen Hill x 5775)
- Financial Aid – FAFSA forms (Cristina Sweek x 5790)
- Business Office - Fiscal Accounting (Helen Markle x 5744).

Scholarship information and applications are available on the BMCC web page – www.blueecc.edu/Resources/Scholarships

Guidelines:

Students who want to apply for scholarships:

- The majority of all scholarship, including BMCC Foundation scholarships, are awarded to full-time students during spring term for the next academic year (fall, winter and spring terms). Currently, \$100 OCF Continuing Education scholarships for working students are available at the beginning of each term as long as funds are available; both full-time and part-time students are eligible.
- It is the student's responsibility to research scholarship availability and application deadlines.

- Foundation Scholarships are advertised on the BMCC Web page and in the ASG student newsletter (when it is available). Applications are available on the Web page.
- Applications may require a grade transcript, personal essay, letter(s) of recommendation and filing a FAFSA form.
- As a service to students, the Web page will list any civic, community, or industry scholarship sent to the College for distribution.
- The Foundation will attempt to inform faculty and/or departments when a scholarship is available for a particular area of study.

What to do when a donor wants to establish a scholarship:

A donor may approach a faculty or staff member about establishing a scholarship for a particular program. If possible, invite the Foundation director to join you when you talk with the donor, or if the donor is comfortable being referred to the Foundation office, please offer to come and introduce them.

These are standard scholarship questions:

- Size and durations of the scholarship? Is it for one term, one year, annually renewable, or endowed?
- Are there scholarship stipulations - full or part-time student? financial need? GPA? area of study? geographic region?
- How does the donor want the scholarship named and recognized?
- Does the donor want to be part of the selection process?

Procedure:

Awarding Scholarships

There are three ways BMCC scholarships are awarded to students: (1) Foundation Scholarship Committee, (2) by individual BMCC departments, or (3) via faculty recommendation. Regardless of who makes the scholarship decision, scholarship information should be made available to all students via the Web.

The **Foundation Scholarship Committee** is made up of Foundation board members, BMCC faculty, Financial Aid, and Foundation staff. They meet as often as necessary to make scholarship decisions. Most scholarship administered through this process are \$1,000 or more. Their process is as follows:

- Determine available scholarships and criteria,
- Establish application deadline,
- Print applications for distribution.
- Post application on Web,
- Publicize scholarship availability in the ASG newsletter and on Faculty/Staff email,
- Receive applications by mail or at the Foundation office on/before deadline,
- Financial Aid staff determines unmet financial need,
- Copies of applications are distributed to Scholarship Committee for review,
- Committee meets to make decisions,
- Foundation mails award/regret letters to students,
- Financial Aid office posts information to student's file,

- Business office sets up disbursement of awards. (Awards are generally picked up after a student has registered for classes. The business office checks gpa and credit hours to ensure that students meet the scholarship criteria before money is disbursed.)
- Foundation informs donors of student selection.
- Foundation sends press release listing the scholarship awards.

Decisions made by the Foundation Scholarship Committee are final. There is no appeal process in place. Students who desire more information about the application process should contact Karen Hill in the Foundation office, x 5775.

Individual Department Scholarships

Often departments have access to scholarships for their program areas. They manage the scholarship process from application to award and inform the Foundation, Financial Aid office and Business office of their decisions; in addition to thanking their contributors.

Scholarship Awards via Faculty Recommendation

Occasionally the Foundation will be given small amounts of scholarship money (under \$500, usually under \$200) that is best disbursed to students via a written or verbal recommendation by a faculty member or department. The Foundation director administers this process if the awards is not included in the regular scholarship process.

Recognition of Scholarship Donors

- Scholarship donors receive a thank you note from the Foundation when a gift is received.
- Students are asked to write a thank you note to their benefactor when they receive notice of their award. These are passed on to the benefactors or appropriate family members.
- Scholarship donors (and remaining family of endowed scholarship benefactors) are invited to the annual scholarship reception in the spring to be introduced and recognized for their contribution and (hopefully) meet their scholarship recipient and see a variety of scholarship students introduced.

District Waivers:

Please note that Blue Mountain Community College awards \$1,000 tuition waivers to district high schools for distribution to graduating seniors who meet certain criteria. These waivers are budgeted for and awarded by Student Services on behalf of the College and are not part of the BMCC Foundation scholarship process.