



Administrative Policy

Policy Type:	JC Tuition Grants and Scholarships
Policy Number:	2902
Date Adopted:	10/1/2006
Version:	8.0
Review Cycle:	Biennially
Date Last Reviewed:	06/03/2020
Office Responsible:	Student Services – Financial Aid/Business Office
Reviewing Committee:	
Related Policies:	Tuition and Fees
Related Laws:	NA

**Policy Summary:**

Jackson College and the Jackson College Foundation (JCF) seek to promote college access and to recognize academically talented and exceptionally skilled students through the award of merit scholarships and tuition grants. This policy provides consistent guidelines to the College community for the award of institutional (JC and JCF) funds.

**Policy Statement:**

Scholarships are intended to serve as a recruitment and/or retention incentive or to recognize a significant contribution in a designated area. It is the College's intent that, through the effective use of these guidelines, scholarships and tuition grants shall be administered in a manner to assure the number of students receiving awards is maximized.

**Types of JC/JCF Awards**

- Institutional Scholarships - Awards may recognize academic, performing arts or athletic accomplishments, etc.
- JCF Scholarships – Designated awards/scholarships are those defined by the fund donor. Criteria may be established by the donor and shall be honored in the award decision.
- Tuition Grants – JC offers tuition-based grants to students designated as recipients of the College Incentive Program (CIP); to faculty and staff in accordance with collective bargaining agreements and benefit plan conditions; and students as recipients in the form of awards for event participation or drawings.
- Board of Trustee Tuition Grants - Jackson College will waive all tuition and fees for all current and past members of the Board of Trustees, their spouses and dependents as qualified under IRS standards for all courses, excluding CE, CED and Aviation. The appropriate tuition waiver form must be signed by the trustee and submitted to the President's office for handling.

**Authorization and Administration**

Scholarships and tuition grants shall be authorized by the awarding program/department and shall be administered by the Financial Aid Office and/or Business Office as designated. Each awarding program/department shall maintain written procedures and criteria that clarify award type, application process, and the award criteria and decisions process. The Financial Aid Office shall maintain written procedures for award administration. The Human Resources Office

and the Business Office shall maintain written procedures for processing faculty/staff and Board of Trustee Tuition Waivers.

Scholarship and grant award administration shall be conducted in a coordinated manner to assure consideration is given to maximizing the number of qualifying recipients. Scholarships and grants shall be disbursed in accordance with the stipulated criteria and used exclusively for the defined purpose. Awards shall be paid to the student's account in the following order:

- 1) Board of Trustee Tuition Grant
- 2) JC Tuition Grant (CIP, faculty, staff, etc.)
- 3) JC Foundation Scholarships
- 4) JC institutional Scholarships (Athletic, performance, merit, etc.)

Non-JC/JCF scholarships and grants (i.e. Pell grant, SEOG, private scholarships) may result in an increased refund of other non-institutional aid. Any refund that results from the Writing Fellow scholarship will be provided in the form of a bookstore voucher limited to the purchase of books and other course-related materials. Institutional grants and scholarships, in any amount, type, or combination are not intended to result in a cash refund of institutional funds.

#### **Award Acceptance and Terms**

Acceptance of an individual scholarship award is an agreement to the terms and conditions of that award as well as all policies governing JC/JCF scholarships. Every student's financial award package (scholarships, gift and need-based assistance) is subject to audit with the final determination to be made by the JC Financial Aid Office in compliance with State and Federal aid regulations. A student's combined award funds may not exceed the annually calculated cost of attendance (tuition, fees, books, transportation, personal – education related expenses and room and board). JC reserves the right to adjust individual scholarship awards after awards have been accepted to ensure effective use of federal, state and JC resources and in accordance with scholarship and award guidelines. Renewable awards are contingent upon maintaining award eligibility and compliance with specified terms and conditions. External awards received from entities such as high schools, churches, fraternities/ sororities, etc. will not reduce institutional awards unless student is over the institutional budget.

Scholarships and CIP tuition grants are intended for students in degree granting programs and are not intended for lifelong learning credits. Scholarships may not be used for courses previously attempted and completed successfully. Faculty, Staff and Board tuition grants may be used for lifelong learning credits.

All financial awards shall be administered in accordance with State and Federal regulations and consistent with institutional policies. General scholarship and aid awards shall be in accordance with Department of Education Federal Student Aid Guidelines. Athletic Scholarships shall be offered and administered in accordance with the National Junior College Athletic Association (NJCAA) Sports Procedures including eligibility, award number and conditions.

**Change Log:**

<u>Date Of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
11/17/11	Change log added	A Goings
6/20/12	Add Senior Tuition Waiver	N. Miller
5/21/14	Updated Logo and College Name	K Cvikovic
6/9/16	Annual Review- No Changes	A Spohn
10/24/16	Added language for JC Foundation	A Spohn
12/9/16	Added payment order	A Spohn
7/18/18	Annual Review	A Spohn
5/14/20	Verbiage changes	A Spohn