

TITLE	SCHOLARSHIPS	NUMBER
		7.11
AUTHORITY	CENTRAL CAROLINA TECHNICAL COLLEGE	DATE
		12/02/2020
OFFICE OF RESPONSIBILITY	INSTITUTIONAL ADVANCEMENT & EXTERNAL RELATIONS	SIGNATURE
		<i>Jerry Z. Booth</i>

I. POLICY

It is the policy of Central Carolina Technical College to solicit and accept scholarships for academically talented and deserving students and to provide an orderly procedure for the administration of those scholarships, which results in conformance with the donor's wishes, and equitable treatment for eligible applicants.

II. PROCEDURES

A. Solicitation

The Institutional Advancement and External Relations Department will be responsible for soliciting and accepting funds for the scholarship program through the Central Carolina Technical College Foundation. The Executive Director of Institutional Advancement and External Relations will be responsible for thanking all donors and for informing the Financial Aid Office of scholarship donations. Financial records pertaining to scholarships will be maintained in the Institutional Advancement and External Relations Department.

B. Administration

The Executive Director of Institutional Advancement and External Relations will be responsible for informing eligible students of the availability of scholarships. By March 15 of each year, the Institutional Advancement and External Relations Department will close the application process.

The Scholarship Committee will be responsible for evaluation of scholarship applications. The Institutional Advancement and External Relations Department will provide the Director of Financial Aid and Veterans' Affairs with a complete list of scholarship recipients by April 30.

The Institutional Advancement and External Relations Department will be responsible for informing the recipient of the award by April 30.

The Institutional Advancement and External Relations Department will be responsible for maintaining positive relationships with donors. The Financial Aid Office will be responsible for posting the award to the recipient's account. The Business Office will be responsible for communicating with recipients after the award has been made regarding balances. In all cases, scholarships will be administered in accordance with the wishes of the donor. The Institutional Advancement and External Relations Department will use a list provided by the Financial Aid Office to determine if a recipient fails to register for any semester during which he or she is authorized scholarship support or fails to meet scholarship requirements, If this is the case, the Institutional Advancement and External Relations Department will select an alternate recipient for the remainder of the award period.

By April 30 of the corresponding academic year, the Institutional Advancement and External Relations Department will transfer to the College a check for the total amount of funds required to support scholarships for the current academic year. If any scholarship funds are not expended within the year, that amount will be refunded to the Foundation.