

Outside Scholarship Policy

All awards received apart from the College, monetary awards from private groups, churches, etc. whether checks or cash, must be reported to the College Financial Aid Office immediately. Submit a copy of the award letter as documentation. Outside scholarships will not reduce awards made by the College until the total of all awards exceeds the Cost of Education.

When a scholarship check is received at home AND made payable to the student only, you must send a copy of the check and the award letter to the Financial Aid Office.

Because of the implications for other financial aid, all scholarships from outside sources will be divided equally between the fall and spring semesters. In order for a scholarship check to be applied entirely to one semester, the Financial Aid Office must be notified in writing by the donor prior to, or at the time of, receipt of the funds by the College. Once a scholarship check is received and applied to the student's account for the fall and spring semester, no changes will be made.

Upon a student's request, the College will certify, except for federal financial aid, a student's enrollment and provide other data with an understanding that it is fulfilling a ministerial service to its students. The provision of that service does not indicate that the College is a recipient of the grant or scholarship received by the student or that it is in any way administering any portion of the external program, or that it is responsible for decisions made by outside donors.