



Scholarship Policy

March, 2016

15.0 SCHOLARSHIP POLICY

15. Snow College scholarships and/or “waivers” are awarded on a competitive basis with regard to academic merit and excellence, leadership and service experience, specific talents and financial need. The purpose of scholarships is to give talented, deserving students the opportunity to attend Snow College, thereby enriching institutional programs. Many of the scholarships awarded are defined as waivers. A “waiver” has no cash value.

15.1. STUDENT DEFINITIONS (FOR SCHOLARSHIP PURPOSES)

15.1.1. **New Freshman Student** is defined as a student who is entering Snow College as a regular admitted student with (1) no previous college experience, (2) concurrent enrollment credit, or (3) less than 20 dual enrollment or transfer credits.

15.1.2. **Returning Student** is defined as any student who has completed at least one semester of post-secondary coursework (after completing high school), with a minimum of 12 credit hours, on a Snow College campus. This includes online courses.

15.1.3. **Transfer Student** is defined as any student who has completed at least 20 credits of college coursework at another regionally accredited college or university after high school graduation, or GED, and intends to transfer that credit to Snow College and continue his/her education. Students not meeting these requirements will not be considered for academic scholarships, but may be considered for other Snow College awards.

15.2. GENERAL POLICY:

15.2.1. Credits not covered or earned by regular Snow College tuition processes will not count toward the required credits to maintain the scholarships, i.e. independent study, transfers from other institutions, etc.

15.2.2. The amount of each academic scholarship is set by Snow College and is stated on the scholarship contract.

15.2.3. The requirements of each scholarship type are set by Snow College and are stated plainly on the scholarship contract.

15.2.4. Scholarships are awarded annually each academic year. An academic year for scholarship purposes consists of fall and spring semester. Scholarships are not awarded during summer semesters, unless authorized by the scholarship office.

15.2.5. Snow College does not have a waiting list for scholarships.

15.2.6. It is the responsibility of the student to understand and maintain the requirements of the scholarship.

- 15.2.7. The student must earn the required number of credit hours stated on the scholarship contract.
- 15.2.8. There is no provision for a scholarship probation period. If a student loses his or her scholarship he or she will not be placed on a probation period. The scholarship will be terminated.
- 15.2.9. Snow College reserves the right to change scholarship values and criteria without notice, from year to year.
- 15.2.10. Snow College reserves the right to cancel or limit scholarships at any time throughout a semester if there are multiple scholarship awards received. This includes any scholarship received from outside sources. Students will be notified of any of these changes.
- 15.2.11. Snow College reserves the right to decrease or cancel a scholarship and/or waiver if a student is repeating previously completed courses.
- 15.2.12. The deadline for scholarship applications will be March 1 of each year unless otherwise stated.
- 15.2.13. **95 Credit Rule:** Snow College students who are not currently enrolled and accepted into a four year program, and have more than 95 attempted credit hours, must petition the Scholarship Appeals Committee to be considered for any Snow College scholarship. Students appealing pursuant to this rule must have an academic reason for staying at Snow College. Students are strongly encouraged to obtain supporting documentation from a faculty member and document the courses they expect to complete. Appeals for this purpose will be considered throughout the semester, but students are encouraged to appeal as early as possible. Students appealing under this category are appealing for the right to be considered for a scholarship. If the appeal is approved, it does not automatically guarantee the student a scholarship.

15.3. TYPES OF SCHOLARSHIPS

15.3.1. *Resident Freshman Academic Scholarships*

- 15.3.1.1.1. **Academic Elite** – Four-semester scholarship
- 15.3.1.1.1.1. Index: 141 or above
- 15.3.1.1.1.2. Must complete 15 credits and earn a 3.5 GPA each semester of attendance
- 15.3.1.1.1.3. Will automatically renew for a second year if the student's cumulative GPA is at least a 3.70.
- 15.3.1.1.1.4. This scholarship is deferrable
- 15.3.1.1.2. **Academic Excellence** – Two-semester scholarship
- 15.3.1.1.2.1. Index: 130-140.99
- 15.3.1.1.2.2. Must complete 15 credits and earn a 3.25 each semester of attendance
- 15.3.1.1.2.3. This scholarship is deferrable
- 15.3.1.1.3. **Academic Honors** – Two-semester scholarship

- 15.3.1.1.3.1. Index: 115-129.99
- 15.3.1.1.3.2. Must complete 15 credits and earn a 3.25 each semester of attendance
- 15.3.1.1.3.3. This scholarship is deferrable

15.3.1.1.4. **Sterling Scholar-** Four semester scholarship

- 15.3.1.1.4.1. Students must be regional winners in the State of Utah or regional runners-up in any Sterling Scholar category
- 15.3.1.1.4.2. Students must provide their documentation to the scholarship office showing receipt of the Regional Sterling Scholar award by May 1 of the year awarded
- 15.3.1.1.4.3. Must complete 15 credit hours and earn a minimum 3.5 GPA each semester of attendance
- 15.3.1.1.4.4. This scholarship cannot be used in conjunction with an academic scholarship
- 15.3.1.1.4.5. This scholarship is deferrable

15.3.2. **Guidelines:**

15.3.3. A resident freshman academic scholarship index score is currently computed by taking $\text{GPA} \times 20 + \text{ACT} \times 2.6$. The scholarship index formula may be revisited regularly and adjusted as appropriate. The scholarship office will initiate any change in this formula in conjunction with the Vice President of Finance and Administrative Services, the Budget Director, and the Admissions Director.

15.3.4. Resident freshmen academic scholarships are based on overall academic achievement while in high school. The following factors are used to determine scholarship awards:

- 15.3.4.1.1. Overall high school GPA
- 15.3.4.1.2. Composite ACT score or a sum of Mathematics and Verbal SAT scores
- 15.3.4.1.3. Date of application
- 15.3.4.1.4. Availability of funds
- 15.3.4.1.5. For home schooled students, and students who earn a GED, the index will be computed by using their composite ACT score or a sum of Mathematics and Verbal SAT scores in conjunction with the average GPA of newly admitted students with those same test scores.

15.4. ***Returning/Transfer Academic Scholarship***

15.4.1. Students currently attending or transferring to Snow College may apply for academic, private, departmental, performance based, and/ or leadership scholarships. Awards are based on the student's academic performance, talent, need, leadership experience and available funds.

15.4.2. **Guidelines:**

- 15.4.3. Returning and transfer student academic scholarships are based on cumulative GPA for all college credit earned.
- 15.4.4. A minimum 3.50 cumulative GPA may be necessary to be considered for this award.
- 15.4.5. Scholarships are awarded on a first come first served basis as restricted by available funds. Students must apply by March 1 to be considered for the following academic year.
- 15.4.6. Each scholarship award may have individual requirements for the student to maintain. The scholarship requirements will be stated on the scholarship contract.
- 15.4.7. Returning/Transfer Academic scholarships are not deferrable, unless authorized by the scholarship office.
- 15.4.8. The scholarship awardee will be required to write a thank you letter if the scholarship is funded by a private account.
- 15.4.9. Scholarship awards will be limited due to availability of funds.

15.5. *Non-resident Academic Scholarships*

- 15.5.1. **Western Undergraduate Exchange Award (WUE)** is granted to Snow College by the State of Utah and may be adjusted without prior notice. This is awarded as an academic scholarship and consideration for this award is based on high school GPA, ACT or SAT I test scores, and the student's admission date. An index of 115 or higher is required to be granted this award. Current Snow students and transfer students will be considered based on their GPA on post-high school credit and the date they submit their Returning/Transfer Academic Scholarship application. A minimum grade point average of 3.0 is required while maintaining 15 credit hours in order to renew this award. Participating states include: AK, AZ, CA, CO, HI, ID, MT, ND, NM, NV, OR, SD, WA, WY. The students will be placed on the award list based on the student's date of admission. The scholarship is awarded based upon availability of funds. This award reduces a student's nonresident portion of tuition to 150% of resident tuition. Any credits earned by students on a WUE scholarship cannot be used to meet the requirements for Utah residency. This scholarship cannot be used in conjunction with any other nonresident waiver. This scholarship cannot be deferred.
- 15.5.2. **Non-Resident Tuition Waiver (NRTW)** is granted to Snow College by the State of Utah and may be adjusted without prior notice. The NRTW is a one-year scholarship open to all "new" non-resident students, from any state. This is awarded as an academic scholarship and consideration for this award is based on high school GPA, ACT or SAT I test scores and the student's admission date. An index number of 115 or higher is required to be granted this award. After the first semester of enrollment, students must have completed 15 credit hours while maintaining a minimum 3.0 grade point average to receive the waiver for the second semester. The amount of the award is equal to one half of the difference between non-resident and resident tuition. The students will be placed on the awarding list based on the

student's date of admission. The scholarship is then awarded based upon availability of funds. This scholarship cannot be deferred.

- 15.5.3. A student can only be awarded one non-resident scholarship. The NRTW scholarship is considered first for students not of a WUE state but a student from a WUE state can choose to have a NRTW.

15.6. *Non-Resident Scholarships*

15.6.1. **Alumni Legacy Nonresident Waivers** are granted to Snow College by the State of Utah and may be adjusted without prior notice. This award allows Snow College to waive an amount up to the full nonresident portion of tuition for children and grandchildren of Snow College graduates. This is to recognize the legacy of past graduates and promote a continued connection to their alma mater. This waiver is only for the children and/or grandchildren of Snow College graduates who live outside of Utah. A student must have at least one parent or grandparent who has graduated from Snow College with an associate's degree or higher. Applicants must be enrolled at a higher education institution in Utah for the first time to be considered. A minimum grade point average of 2.5 is required in order to be granted this waiver from one semester to the next. Any credits earned by students on the Alumni Legacy Waiver cannot be used to meet the requirements for Utah residency. This waiver cannot be used in conjunction with any other nonresident waiver. The Alumni Legacy Waiver cannot be deferred.

15.6.2. **Non-Resident Waivers- Legislated (NRESW)** is granted to Snow College by the State of Utah. Snow College has the right to limit these funds and target the student population to be awarded. These waivers are awarded to students based on meritorious standards set by the college. The amount of this award will be set by Snow College, and cannot be used in conjunction with any other nonresident waiver. This scholarship may be deferred if authorized by the Snow College scholarship office.

15.7. *Performance Based and Departmental Scholarships*

15.7.1. Performance Based and Departmental Scholarships are awarded according to talent or excellence in specific areas and may require an audition or portfolio. Each department, in conjunction with the scholarship coordinator, sets their own requirements.

15.7.2. **Guidelines:**

- 15.7.2.1. Departmental scholarships are awarded annually.
- 15.7.2.2. The department will determine the amount awarded to each student.
- 15.7.2.3. Performance Based and Departmental scholarships are not deferrable unless authorized by both the department awarding, and the scholarship office.

- 15.7.2.4. The Scholarship office, in conjunction with the Budget and Controller's offices will determine the amount available for each department to award based on the interest earnings of College investments. The Scholarship Office and the departments will be in contact regarding the amounts available and the deadlines to follow.
- 15.7.2.5. The allocation of investment earnings designated to fund department level scholarships, and/or department requests for funding of new or additional scholarships, may be reviewed annually as requests are received from academic departments. Written requests outlining department justification and demonstrated need for such a change shall be submitted to the Scholarship Office by December 1st of the year preceding the start of fall semester when the scholarship(s) would begin. All requests shall be submitted on a form developed and maintained by the Scholarship Office. Requests shall be reviewed by a committee consisting of the College President, Vice President for Academic Affairs, Vice President for Finance and Administrative Services, and the Vice President of Student Success. Notice of decisions will be made in a timely manner so that scholarship awards may be made in accordance with regular scholarship dates.
- 15.7.2.6. Each department is required to submit their scholarship recipients (clearance memo) to the Scholarship Office by May 1 of each year. Failure to submit awards by May 1 will result in the money being redistributed and awarded by the Scholarship Office to students meeting the fund criteria.
- 15.7.2.7. When entering in, or awarding the scholarships to the recipients on the clearance memos, if a student has a term GPA below 2.0 for the last semester at full time status, the scholarship will not be awarded. This is for new awards, not for students who did not meet the requirements on their scholarship contracts.
- 15.7.2.8. It is the department's responsibility to stay below the allotted amount they are given to award.
- 15.7.2.9. Students cannot be awarded more than full tuition + \$700.00 per semester, unless authorized by the Scholarship Office.
- 15.7.2.10. Departments are allowed to award a portion of private money designated for the individual departments as long as they use the money as a useful recruitment or retention tool and work directly with the scholarship office when awarding. Departments should pay close attention and try not to over award students who have multiple scholarships.
- 15.7.2.11. The student is required to sign and follow all points outlined in the Snow College Scholarship Contract. Failing to do so, may result in the removal of scholarship funds.

15.8. *Private Scholarships*

- 15.8.1. Many Snow College scholarships are funded from generous donations. The requirements to receive and/or keep these scholarships are set by the donors themselves or by Snow's Advancement & Development Office in accordance with the wishes of the donor. An application for Federal Financial Aid, (FAFSA) is

required for many of these awards. Utah law no longer requires that you verify lawful presence in the United States to apply for a private scholarship.

15.8.2. Guidelines:

15.8.3. The Office of Advancement works directly with Snow College Donors. All correspondence with Donors should be coordinated with the Advancement Office.

15.8.4. The Scholarship Office determines the qualifying applicants to be awarded private money.

15.8.5. The Scholarship Office awards and processes all private scholarships.

15.8.6. All private scholarship recipients must submit a thank you letter to the donor(s), and may be asked to participate in thank you videos, donor receptions, etc. Information regarding these additional requirements will be included in the scholarship contract.

15.8.7. The student is required to sign and follow all points outlined in the Snow College Scholarship Contract. Failing to do so, may result in the removal of scholarship funds.

15.8.8. Departments are allowed to award a portion of private money designated for the individual departments as long as they use the money as a useful recruitment or retention tool and work directly with the scholarship office when awarding.

15.8.9. Private scholarships cannot be deferred.

15.9. *Leadership Scholarships*

15.9.1. Ambassador Leadership Scholarships:

15.9.2. Students applying for leadership scholarships are expected to submit a resume, leadership application, and have a personal interview with the Admissions Advisors/Director. The Director of Admissions and the Advisor to the Director decide on the annual awards.

15.9.3. Once awarded, the student is required to maintain a minimum 2.75 GPA and earn 12 credits each semester.

15.9.4. The student is required to sign and follow all points outlined in the Snow College Ambassador Leadership Contract. Failing to do so, may result in the removal of scholarship funds.

15.9.5. If a student falls below the GPA or credit hour requirement or does not fulfill their Ambassador obligation(s), the scholarship office has the right to cancel disbursements or withdraw funds until further notice from the Admissions Director.

15.9.6. Student Body Advocate Scholarships:

15.9.7. Student Body Advocate Scholarships will be awarded through the Student Government Office.

15.9.8. Once awarded, the student is required to maintain a 2.75 GPA and earn 12 credits each semester.

- 15.9.9. The student is required to sign and follow all points outlined in the Snow College Student Body Advocate Leadership Contract and the Individual Position Contract.
- 15.9.10. Student Body Advocate scholarships are funded through student fees.
- 15.9.11. The Director of Student Life and the Director of Admissions are required to submit their scholarship recipients (clearance memo) to the Scholarship Office by May 1 of each year.
- 15.9.12. The student is required to sign and follow all points outlined in the Snow College Student Body Advocate Contract. Failing to do so, may result in the removal of scholarship funds.
- 15.9.13. If a student falls below the GPA or credit hour requirement or does not fulfill their SBA obligation(s), the scholarship office has the right to cancel disbursements or withdraw funds until further notice from the Student Life Director.

15.10. *Diversity Scholarship*

15.10.1. The Diversity Scholarship takes into account ethnic origin, grade point average, as well as geographic location. Students from the central six county areas will have first consideration for the Diversity Scholarship as follows: 1) Sanpete/Sevier Counties, 2) Juab, Millard, Piute, Wayne Counties, 3) All other Utah residents, 4) US citizens.

15.10.2. **Guidelines:**

- 15.10.3. The Diversity Scholarship is awarded by the Multicultural Committee
- 15.10.4. The Multicultural Committee is required to submit their scholarship recipients (clearance memo) to the Scholarship Office by June 1 of each year. Failure to submit awards by June 1 may result in the money being redistributed and awarded by the Scholarship Office to students meeting the fund criteria.
- 15.10.5. The Budget Director will determine annually the amount available for the Diversity Scholarship.
- 15.10.6. The Scholarship Office and the Multicultural Committee will be in contact regarding the funds available and the deadlines to follow.
- 15.10.7. This scholarship is available to full and part-time students.
- 15.10.8. Students must maintain a minimum 2.5 GPA and be registered for at least 6 credits.
- 15.10.9. The student is required to sign and follow all points outlined in the Snow College Scholarship Contract. Failing to do so, may result in the removal of scholarship funds.

15.11. *Athletic Scholarships*

15.11.1. Snow College is a member of the National Junior College Athletic Association (NJCAA) and follows the guidelines for eligibility and scholarships. In addition to the NJCAA regulations, the following rules will govern intercollegiate scholarships:

15.11.2. Athletes will be awarded scholarships up to the allowable limits as outlined by the NJCAA.

- 15.11.3. Student Fees will generally not be part of the athletic-related aid package.
- 15.11.4. Athletes will be required to maintain a 2.0 GPA with a minimum of 12 non-repeated credits (NJCAA rule).
- 15.11.5. Scholarships for athletes with a GPA below 2.0 (for the semester) will not be renewed until the athlete earns a 2.0 GPA (12 credits). If needed, summer semester credits can be used to regain eligibility and scholarship.
- 15.11.6. Appeals for lost scholarships will be heard with the following to be considered:
 - 15.11.6.1. Cumulative GPA
 - 15.11.6.2. Eligibility according to NJCAA
 - 15.11.6.3. Extenuating circumstances (must be accompanied by supporting documentation)
- 15.11.7. Appeals will be heard and ruled upon by the Scholarship Appeals Committee. This will be the final option in the appeals process.
- 15.11.8. The Athletic Department and the Scholarship Office will be in regular contact regarding the funds available and any scholarship deadlines to follow.
- 15.11.9. The Athletic Department will determine the amounts awarded to each student based on the authorized scholarship budget.
- 15.11.10. The Athletic Department is required to submit the names of their scholarship recipients to the Scholarship Office by July 1 of each year, or when the awards are made available to the student athletes.
- 15.11.11. The Budget Office will determine annually the funds available to award. Ultimately, it is the Athletic Department's responsibility to stay within budget.
- 15.11.12. When entering in, or awarding athletic scholarships, if a student has a term GPA below 2.0 for the last semester at full time status, the scholarship will not be awarded. This is for new awards.
- 15.11.13. Any athlete that is dismissed from a team or is mandated to withdraw from school may be responsible to repay any scholarship funds received.

15.12. SCHOLARSHIP CONTRACT

- 15.12.1. The scholarship contract is a contract between the student and Snow College. By either accepting the scholarship online or by signing the contract with the Snow College Scholarship Director, the student accepts the responsibility to maintain the requirements to keep the award.

15.13. SCHOLARSHIP APPEAL PROCESS

- 15.13.1. Scholarships require compliance with the scholarship award letter (contract), this Policy and maintaining minimum GPA. If a scholarship is lost or revoked, the student may appeal according to the following guidelines.
- 15.13.2. **Guidelines:**
- 15.13.3. Appeals are reviewed and decided by the Scholarship Appeals Committee. The committee consists of the Scholarship Director and three to four other

employees representing different departments on campus. The membership may vary from year to year. Selection of the scholarship appeals committee is made by the Scholarship Director and the Vice President of Finance and Administrative Services and includes two faculty members and two staff members. See Appendix for up-to-date scholarship appeal form and guidelines.

- 15.13.4. It is at the discretion of the scholarship appeals committee to either reinstate the scholarship back to the student in its entirety, to reduce the scholarship, or to decline the appeal. The committee may also suggest that a different type of scholarship be awarded to the student who is appealing. The terms and conditions along with the length of the award (if approved) will be communicated to the student through email.
- 15.13.5. A loss of a scholarship may be appealed for reasons including unavoidable absence from school due to medical or personal issues such a death in the family, divorce or military service. To appeal, students must complete a Scholarship Appeal form by the third Friday of the semester following the loss of his/her scholarship. The Scholarship Appeal Form should include as much documentation as possible. If an appeal is filed on a medical issue, the dates of illness or accident, the period for which the student could not attend school and explanation must be typed on official letterhead with physician's signature and telephone number. Medical bills do not meet the documentation guidelines. Other acceptable documentation may be (but are not limited to) obituaries, divorce decrees, or military papers.
- 15.13.6. **Loss of Scholarship Due to Grades and/or Credits:** The scholarship office attempts to notify students that a scholarship will or has been lost. However, notification cannot be guaranteed and it is the student's responsibility to check their GPA and credit hours at the end of each semester to determine if they are in danger of losing their scholarship. Even if not notified by the scholarship office, a student must file a timely appeal by the third week of the next semester. If a scholarship has been lost due to grades or insufficient credit hours, the student should first contact all instructors to verify that all grades are accurate. A student should not ask an instructor to change a grade for the purpose of retaining a scholarship. If a grade has been reported or recorded inaccurately, this should be noted on the appeal form.
- 15.13.7. **95 Credit Rule:** For Snow College students who are not currently enrolled and accepted into a four year program, and have more than 95 attempted credit hours, must petition the Scholarship Appeals Committee to be considered for any Snow College scholarship. Students appealing pursuant to this rule must have an academic reason for staying at Snow College. Students are strongly encouraged to obtain supporting documentation from a faculty member and document the courses they expect to complete. Appeals for this purpose will be considered throughout the semester, but students are encouraged to appeal as early as possible. Students appealing under this category are appealing for the

right to be considered for a scholarship. If the appeal is approved, it does not automatically guarantee the student a scholarship.

15.14. **WITHDRAWING OF SCHOLARSHIP FUNDS**

15.14.1. **Academic Scholarships:**

- 15.14.1.1. Academic scholarships will not disburse into the student's account (at the beginning of each semester) unless the student is registered at full time status.
- 15.14.1.2. The funds may be withdrawn if the student drops below 15 credit hours within the first three weeks of the semester.
- 15.14.1.3. After the third week (the 21st day), if the student drops below 15 credit hours, the scholarship will not be renewed for the following semester.
- 15.14.1.4. If the student completely withdraws from school before the 60% semester date, the scholarship is withdrawn in its entirety.
- 15.14.1.5. After the 60% date, if the student completely withdraws, the scholarship will not be renewed for the following semester.

15.14.2. **Departmental, Performance based, Diversity, Nonresident, Leadership and Private Scholarships:**

- 15.14.2.1. Departmental, Performance based, Leadership and Private Scholarships will disburse at the beginning of each semester as long as the student is enrolled in at least 10 credit hours. If the student is enrolled for less than 10 credit hours, the Scholarship office will need to approve.
- 15.14.2.2. Each scholarship has its own set criteria. It is the student's responsibility to enroll in the required number of credit hours.
- 15.14.2.3. If the student completely withdraws from school before the 60% semester date, the scholarship is withdrawn in its entirety.
- 15.14.2.4. After the 60% date, if the student completely withdraws, the scholarship will not be renewed for the following semester.
- 15.14.2.5. If the student does not fulfill their contract obligations, the Scholarship Office in conjunction with the awarding department has the right to remove funds.

15.15. **DUPLICATION OF AWARDS**

- 15.15.1. Due to limited scholarship resources and the need to distribute scholarships among as many students as possible, Snow College limits the amount awarded to each student. Therefore, if a student is awarded two scholarships from different departments, the student may be required to accept only one of the awards. In such cases the student should carefully read the Scholarship Contract for each award before making any decision.

- 15.15.2. Students cannot be awarded more than full tuition + \$700.00 per semester, unless authorized by the Scholarship Office.

15.16. **DEFERMENT OF SCHOLARSHIPS**

- 15.16.1. Students who wish to hold (defer) a scholarship must complete a Leave of Absence Form before their absence. Some Snow College scholarships are not eligible for deferment. The scholarship contract identifies deferment eligibility. Scholarships may be held (deferred) by those students wishing to interrupt their education for military service, medical reasons, or organized service programs through the student's church, community or government. Deferments being requested for personal reasons such as employment, internship, illness, etc. will be reviewed and decided on by the scholarship appeals committee. Scholarships will be held for a period of 32 months. A student must submit documentation with the Leave of Absence Form supporting the reason for interrupting their education. The deferment will not be processed without supporting documentation. If a student attends another institution before the deferment or after he or she returns, the scholarship will be canceled. The scholarship office must be notified of when the student plans on returning or enrolling; this is the student's responsibility. Leave of absence or deferment forms must be turned in prior to the start of the first semester of deferment. If a leave of absence or deferment form is turned in after the start of the semester (of which the student would like to defer), the scholarship will not be held.

15.17. **ADA ACCOMODATIONS FOR SCHOLARSHIP PURPOSES**

- 15.17.1. A student with a disability may apply for reasonable accommodations with regard to admission and scholarships. Potential accommodations include, but are not limited to, waiving the required ACT scores or course loads required to retain a scholarship. A student who believes they have a qualifying disability should contact the Snow College Accessibility Resource Center well in advance of admission and scholarship application deadlines and work with the Center to provide required documentation and establish reasonable accommodations.
- 15.17.2. Students appealing the loss or revocation of a scholarship related to a disability should indicate the reasons on the Scholarship Appeal Form.

Appendix A

Scholarship Appeal

Part I What to know before making a scholarship appeal

The Scholarship Appeals Committee will only review scholarship appeals that are complete. A scholarship appeal form must be completed for each scholarship you may be appealing. Typically, appeals are reviewed in the order received. Please include a valid email address as you will be notified via email regarding the appeal results.

Appeal Deadline: Your appeal and all supporting documentation must be received by 5:00p.m the third Friday of the semester following the loss of the scholarship. For example, if you lose your scholarship after fall semester, your scholarship appeal is due by the third Friday of the following spring semester. Scholarship appeals that are turned in after the deadline may be reviewed at the discretion of the scholarship appeals committee.

** See attachment for documentation definitions.*

Part II Checklist

- Complete and sign this form.
- Attach a detailed explanation of why you are appealing the loss of your scholarship. This needs to be typed and signed by the student.
- Attach a copy of your scholarship contract.
- Attach a copy of your Snow College unofficial transcripts.
- Make sure all supporting documentation has been attached (Doctor's letter, obituary, letter from a professor, etc.).

Part III Student Information (all fields required)

Name: _____ Badger ID: _____

Address: _____

Phone: _____ () home () cell () work Email Address: _____

If you have a declared major, please list here: _____

Part IV Scholarship Information

Name of Scholarship you are Appealing: _____

Semester/Year Issued: _____ GPA Req'd _____ Credits Req'd _____

Short summary of reason for appeal (a detailed explanation should be attached): _____

Student Signature: _____ **Date:** _____

**Return this form to the Snow College Scholarship Office in the Greenwood Student Center Room 205 or mail to:
Snow College Scholarship Office 150 College Ave Ephraim, UT 84627**

March, 2016

Appendix B

Guidelines for Snow College Scholarship Appeals

Reasons for a Scholarship Appeal: Reasons are varied but may include an inability to attend school because of a serious medical condition, or a personal situation (i.e. divorce, death in a family, or military service). Other reasons may include a demonstrated unusually heavy or demanding academic course load, or an error on a final grade reported. Reasons that are typically insufficient for an appeal to be granted are that you disagree with the grade a professor gave you, or you could have attended class but chose not to.

Where to get a Scholarship Appeal: Students may pick up the scholarship appeal from the Snow College Scholarship office located on the 2nd floor of the Greenwood Student Center, room 205. The appeal form is also available online at <https://www.snow.edu/offices/scholarships/appeal.php>. Students are notified via email concerning their scholarship appeal results.

Scholarship Contracts: Students must attach a copy of their scholarship contract to the scholarship appeal. The scholarship contract sets the standards you must meet to keep the scholarship. This is a necessary document to include.

Unofficial Transcripts: Students must attach a copy of their unofficial Snow College transcripts to the scholarship appeal. These can be printed off of Badgerweb. The information on the transcript will be considered to be correct unless you explain and provide support for why it is not.

Detailed Explanation from Student: The scholarship appeals committee needs to know why a student is appealing the loss of his/her scholarship. This documentation must be typed and signed by the student, and may include any specific information that will support the appeal. We encourage the student to include on the detailed explanation anything that will support a scholarship appeal.

Medical Documentation: Submit dated documentation from physician. Documentation must be printed on professional letterhead and include date, full name of professional, address, telephone number and a signature. Dates and explanation of illness must be typed on official letterhead with physician's signature. Medical Bills do not meet documentation guidelines.

Other Documentation: The nature of the scholarship appeal determines the documentation. Students may submit a copy of an obituary, a divorce decree, proof of a loss of job, a letter from a professor or staff member, and any other documentation the student believes will support his/her scholarship appeal. If the student is submitting documentation with a scholarship appeal, it must be professional, and complete. The dates listed on the documentation must correspond with the dates of the semester being appealed.