



Procedures Manual

Student Aid Committee Procedure

Number: FIN-230

Office of Primary Responsibility: Office of VP of Financial Services – C.F.O.

Effective Date: Spring 2018

Purpose:

The Hocking College Student Aid Committee is responsible for reviewing all scholarship applications and selecting recipients using the award process as outlined below. The Student Aid Committee consists of two tiers. Tier 1 is for general application review and scoring applications as specified in the donor agreement for each individual scholarship. This tier is made up of faculty members and program managers. Tier 2 reviews the scored applications, discussing the award and awards amounts by scholarship to be awarded to students. The Vice President of Financial Services – C.F.O. will review and make the final decision on total awards. The members of the Scholarship Committee will be reviewed and updated each year prior to October 15th.

A Student Financial Responsibility subcommittee will be formed and will be responsible for the process centered around Hocking College's obligation design, inform, and educate, best practice for our students financial wellbeing during their tenure at the institution. The focus of the outlined subcommittee will be driven by the Hocking College Mission Statement serving as a pathway to prosperity and financial independence.

Definition:

“Subcommittee” refers to group of employees brought together to work in a specific area. The goals and expected outcomes of each subcommittee will be set by the Vice President of Campus and Community Relations or their designee.

Procedures:

The procedure for the Student Aid Committee is as follows:

- a) On or before November 1 of each year the student scholarship portal will open for students to apply for scholarships for the upcoming academic year;
- b) The portal shall remain open for students to submit applications through January 31;
- c) Once the portal has closed, Tier 1 of the Student Aid Committee will receive an evenly distributed amount of general scholarship applications for their review. Reviewers will have all general applications reviewed by February 28th;
- d) Tier 2 of the Student Aid Committee will meet on or before March 15th to review the scored applications that have been processed by Tier 1;
- e) The student scholarship portal will re-open between March 16th and April 30th for those scholarships that have not been fully awarded for the upcoming academic year. The process outlined in the steps above will recycle giving Tier 1 a general application review deadline of May 30th where Tier 2 must meet and award before June 15th;
- f) All members of the Student Aid Committee in both tiers are to remain impartial when scoring and awarding scholarships;
- g) All members of the Student Aid Committee in both tiers are dedicated to the timeliness in review of scholarship applications and meeting attendance;

- h) Students will be notified of their award no later than 14 days after Tier 2 has completed the designation of awards.
- i) Any student that has been granted a scholarship opportunity will have another 14 days to accept their award through the online platform.
- j) One half of fall scholarship awards are disbursed to student accounts in the fall and the remaining half is disbursed in the spring, unless otherwise noted as part of the scholarship award.

The Student Aid Committee is committed to following the expectations of award agreements between donors and the College and uses scholarship resources to encourage, in a fair, equitable and competitive manner, academic achievement of students enrolled at Hocking College.

Membership:

The Student Aid Committee is comprised of members from the academic divisions in Tier 1 split up between various faculty members and academic administrators. Tier 2 is made up of administrators on The President's cabinet, staff of the Hocking College Foundation, and a variety of Hocking College employee's campus wide.

The Student Financial Responsibility subcommittee shall include the Vice President of Student Experience, Executive Director of Financial Aid, Director of Academic Services, Director of Financial Planning & Analysis, Executive Director of Student Life and Student Engagement, and all others as assigned when deemed necessary.

Specific Duties of the Committee:

In carrying out its responsibilities, the Committee shall:

- 1. Review all general scholarship applications
- 2. Discuss and award scholarships to students.
- 3. Ensure full confidentiality of all information discussed during each committee meeting.

Meetings:

The Committee shall meet no less frequently than one time, each academic year, and each meeting's agenda should allow ample time for purposeful discussion and analysis.

The subcommittee shall meet no less than twice annually.