

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

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PROCEDURE TITLE: TCL FOUNDATION SCHOLARSHIPS

BASED ON POLICY:

REVISION NUMBER:

**OFFICE OF
RESPONSIBILITY:** INSTITUTIONAL ADVANCEMENT



PRESIDENT

**February 18, 2002
DATE**

PURPOSE

To outline the basic process and responsibilities in administering TCL Foundation Scholarships.

1. TCL Foundation
 - A. TCL Foundation Staff will be responsible for receipt of student scholarship applications.
 - B. The TCL Foundation Scholarship Committee will screen application and make recommendation for funding of students based on Foundation Selection Criteria.
 - C. Staff will complete letters to scholarship recipients and complete notification processes.
 - D. Staff will compile the list of students, scholarship amount awarded for tuition and books, and applicable terms and forward a copy to TCL Financial Aid Office, TCL Business Office, and TCL Bookstore. The initial scholarship list will be

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- distributed prior to the beginning of the pre-registration period and forward by e-mail the additional individual awards as they occur. A revised list of all student awards will be provided by the first day of class for the term. Awards for bookstore purchases should be expended within the first four weeks of classes for a semester term and the first week of classes for mini-terms.
- E. Foundation Staff will be responsible for follow up with scholarship recipients to verify status, grade reports and other information including student releases, necessary to confirm the student's maintenance of scholarship criteria. A list of Foundation Scholarship students will be sent to the registrar to provide the necessary grade reports to the Foundation for monitoring student progress.
2. TCL Financial Aid Office
- A. Staff will enter financial aid tuition awards for students into the database.
- B. Staff will maintain a listing of TCL Foundation Scholarship awards and records as needed in awards or other financial aid based on need.
- C. Staff will complete adjustments to awards as necessary for drop/adds or changes in coordination with the TCL Business Office. Tuition awards to student accounts for students who never attend a class will be reversed upon confirmation. Other adjustments will be made in accordance with the TCL Refund Policy and Procedures only.
- D. Staff will provide the TCL Foundation and TCL Business Office with a Summary Award Report for TCL Foundation Scholarships for each academic term one week after the end of the drop/add period. Detailed reports as available from the database may also be provided.
3. TCL Business Office
- A. Cashier office will process student payments for registration and other miscellaneous fees for scholarship recipients.
- B. Cashier office will review Drop/Add (refunds) and notify the Financial Aid

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Office of any changes in tuition amounts requiring adjustments to the award by the Financial Aid Office which have not been recorded. Business office staff will verify recording of changes created by Drop/Add by matching the blue copy of the Drop/Add forms to the white copy routed through the Financial Aid office by the Registrar. Upon receipt of the white copy of each drop add, the blue copy will be forwarded to the Foundation Office for the student file.

- C. Accounts receivable staff will invoice TCL Foundation by mid-term of each semester for tuition and book charges for all TCL Foundation Scholarship students for the term. The invoice will include a copy of the Financial Aid Summary Report for Foundation Scholarship, bookstore receipts, and a copy of each students account detail from finance records as of the date of the invoice. Adjustments to each billing will be made as necessary to reflect any changes created by additional awards for a mini-term (Fall II or Spring II).
4. TCL Bookstore
- A. Bookstore staff will be responsible for confirming the available Bookstore funds provided to each TCL Foundation Scholarship student prior to charges to the student account.
 - B. Bookstore staff will monitor the cut-off dates for charges to Foundation Scholarship Students and not permit charges outside the permitted dates. The students are permitted to charge bookstore purchases during the first four weeks of classes for a semester term and during the first week of classes for the Fall II and Spring II term.
 - C. The Bookstore staff will provide a written receipt detailing charges to the scholarship fund to each student for each purchase and will forward a copy of the receipts to the Business Office with each daily transaction report.