

# Policy and Procedure

**Policy Number:** 127

**Date:** April 6, 2010

**Revision Date:**

**Division/Department:** Administration

**Author(s):** Alison Holland

**Subject:** Department of Labor Funded Scholarship Distribution

**Authorities:** Department of Labor

**Purpose:** Ensure equitable and appropriate distribution of Federal scholarship funds.

## Policy:

Scholarships established and funded by the Department of Labor grant funding may be available to full-time, part-time, and/or Continuing Education and Customized Training students. Students may apply for and receive a scholarship every semester that they meet the criteria. Scholarships will be granted to qualified applicants as long as the funds are available. Additional requirements and guidelines will be determined by the Grant Project Scholarship Advisory Committee, and facilitated by the grant's project staff. All scholarship opportunities and their due dates will be advertised on the Pine Technical College Financial Aid website with links to appropriate scholarship applications.

All applicants must apply by completing the provided application form in its entirety. This includes signing the application. The applicant's signature implies agreement to all stipulations of the scholarship.

## Procedure:

### Scholarship Award and Distribution

- Applicants must fill out the provided application form and submit it according to the directions on the application.
- Notice of award will be sent to recipients.
- Actual distribution of funds will be made through the PTC Business Office upon approval of the grant's project staff.
- While any prospective student may apply, funds will be awarded only to those actually enrolled in an eligible course/program.
- If a full-time student at the time of award and drop to part-time, the scholarship will be reduced to a part-time award.

**Responsibilities:**

The Grant Project Scholarship Advisory Committee is responsible for determining requirements and guidelines for scholarship distribution. Grant staff will be responsible to confirm enrollment status and scholarship eligibility, and communicate with Financial Aid and Business Office staff to ensure proper disbursement of scholarship funds.

**Dissemination:** Standard

**Reviewed by Campus Roundtable:** April 19, 2010; May 17, 2010

**Reviewed by Faculty Shared Governance:** N/A

**Reviewed by Managers Meeting:** N/A

**Approved:** May 17, 2010