



General Scholarship Policies and Guidelines

Please refer to each individual scholarship policy for any requirements that may be specific to that particular scholarship. These guidelines are meant to speak in general terms to the overall qualifications and scholarships that are typically outlined in each policy. This shall also serve as an explanation for some of the general requirements and definitions of established scholarship policies.

General Requirements

- ***Incomplete scholarship applications will not be reviewed.*** Students will not be notified of incomplete applications. Making sure the application and all required information is complete is the responsibility of the student. Completed scholarship applications must be submitted no later than the posted due.
- Every Foundation scholarship applicant is **required** to complete a FAFSA for the current year's financial aid awards. The primary intent of the scholarship program of the SRTC Foundation is to assist students with tuition, fees, and book expenses through need-based and merit-based scholarships. For this reason, all scholarship applicants are **required** to apply for financial aid. Financial aid awards, including current scholarship balances/awards, will be considered in the scholarship awards process.
- Scholarships require two letters of recommendation. The letters must be submitted through AwardSpring. For the Student Enabling Scholarship, letters of recommendation must be printed on SRTC letterhead with a current date and an original signature. Letters of recommendation must be updated as part of the student's scholarship application. Please note that it is the student's responsibility to request letters of recommendation in advance of the scholarship deadline from their instructors. Recommendation letters must be submitted with application to be considered for scholarships.
- Students are required to upload a copy of their transcripts for all applications. Staff members in the Office of Institutional Advancement do not have access to BANNER and are unable to print transcripts for you. Uploading transcripts from BANNER for scholarship application purposes is the responsibility of the student.
- Students applying for all Foundation scholarships (other than recruitment-based scholarships) must have completed 12 credit hours at SRTC, MTC, or SWGTC at the time of the scholarship application deadline.
- All scholarships require student essays. Students must submit an **original** essay for **each** scholarship for which they are applying. Students should pay close attention to the essay topic and be sure that the essay submitted follows the established guidelines for that particular scholarship.

- Southern Regional Technical College Foundation funded scholarships are to be used at Southern Regional Technical College only and are not transferrable to other institutions.
- Southern Regional Technical College Foundation scholarships are intended for approved educational related expenses only, as set forth in the scholarship policies. Any fraudulent use of scholarship funds or misrepresentation of expense to gain reimbursement will result in termination of scholarship funding and ineligibility to apply for future Southern Regional Technical College Foundation scholarship funding opportunity.
- The scholarship review process can take several weeks. All applicants will be notified through AwardSpring before the beginning of the new semester.
- Scholarship accounts that remain inactive for one year will be adjusted and unused funds will be transferred back to the SRTC Foundation. Exceptions to this policy will be in cases where the length of time the scholarship can remain in the student's account before usage are outlined in the individual scholarship policy (such as the High School Scholarship and other recruitment-based scholarships).

Explanation of Terms

- GPA will refer to the GPA calculated by the Director of Financial Aid using the student's financial aid GPA.
- Scholarship requirements stating that a student must be "currently enrolled" at SRTC means that the student must be currently enrolled in classes. If a student is not enrolled in an SRTC course at the time of the scholarship application, this requirement would not be met.
- Scholarship requirements stating that a student must be "formally accepted" into SRTC or a program of study mean that the student must have satisfied all admissions criteria and be officially recognized as accepted into the College/program of study at the time of scholarship application. Satisfaction of this requirement is verified by Student Affairs.
- Scholarship requirements stating that a student must be a specified percentage complete with his or her program of study mean that the student must have completed the specified percentage of the program's outlined curriculum at the time of scholarship application. Satisfaction of this requirement is verified by Student Affairs.

Southern Regional Technical College is an equal opportunity institution.