



## Scholarship Policies and Procedures

### Scope and Intent of the Policy

The State Center Community College Foundation (SCCC Foundation) provides scholarship grants to the students of Fresno City College, Clovis Community College, Reedley College, Madera Community College and Madera Community College at Oakhurst, to enable the recipients to complete an undergraduate education in the field of their choice at the college of their choice.

The SCCC Foundation has established the following procedures pursuant to which scholarship grants will be received, processed, and awarded. The following procedures shall be interpreted so as to ensure the SCCC Foundation staff's compliance with all applicable requirements of the Internal Revenue Code (IRC), including Section 4966, accompanying Treasury Regulations and guidance from the Internal Revenue Service, and these procedures may be amended from time to time.

### Lawful Donor Involvement

The SCCC Foundation values and encourages the interest and involvement of donors who contribute to funds that provide Scholarship Awards. Such involvement may take place at the front end of the gift and includes naming the scholarship, developing criteria for eligible candidates, serving on the scholarship review committee and recommending others to serve on the selection committee, so long as the recommendation is based on objective and non-discriminatory criteria.

### Developing Scholarship Criteria

Criteria to be used must be objective and non-discriminatory basis: Within the charitable class identified, the IRS requires that the ultimate recipients of grants be selected on an "objective and non-discriminatory" basis. Some factors that are often considered are financial need, academic performance/merit, performance on standardized tests, community involvements or extracurricular activities, letters of recommendation, and personal interviews.

There is no particular set of factors that must be considered—because advancing an individual's education is a charitable purpose in and of itself, there is no legal requirement that an applicant demonstrate financial need for a scholarship to further charitable or educational purposes; therefore, scholarships granted by a public charity on the basis of academic merit alone are permissible.

**Merit Based** scholarships are awarded to students with academic excellence, athletics or artistic achievements regardless of financial need.

**Financial Need** scholarships are awarded to students with unmet financial need that does not exceed the college's cost of attendance based on the student's financial aid application.

Criteria must be in compliance with the Equal Protection Clause, Title VI of the Civil Rights Act, and Title IX of the Education Amendments of 1972 that Colleges and Universities must abide by and may not include race, ethnicity, national origin, citizenship status, sexual orientation, gender or gender identity, age, marital/parental status, and more.

## **Scholarship Review Committee**

The SCCC Foundation and/or SCCC colleges shall appoint all members of any selection committee charged with the evaluation of candidates for Scholarship Awards.

Every member of any selection committee charged with the evaluation of candidates for Scholarship Awards shall adhere to the relevant policies, including these Procedures for Awarding Scholarships, including without limitation a conflict of interest and confidentiality policy. Every member of any selection committee charged with the evaluation of candidates for Scholarship Awards shall be obligated to disclose any personal knowledge of and relationship with any potential awardee under consideration and to refrain from participation in the award process in a circumstance where he or she would derive, directly or indirectly, a private benefit if any potential awardee or awardees are selected over others. No award covered by this policy may be awarded to any member of the SCCC Foundation Board of Directors, any substantial contributor to the SCCC Foundation, any employee of the SCCC Foundation, or any other disqualified person as defined in the IRC § 4946(a).

## **Scholarship Disbursement Policies**

Though students are informed of their scholarship awards in the spring/ summer, they are reminded that the funding is disbursed in the subsequent academic year.

Awardees can receive their first scholarship disbursement after July 1st.

Generally, SCCC Foundation scholarships will be disbursed across a period of two semesters including the fall and spring semesters in which their scholarship was awarded or deferred to. Exceptions to this rule exist for some scholarships. Students will be informed of their specific scholarship's disbursement schedule at the time of their notification of scholarship awards.

Recipients of Scholarship Awards must meet the terms of their scholarship(s) to receive their funds. These can vary across individual funds but all scholarships require the recipient to be enrolled and demonstrate proof of said enrollment at an educational institution that provides an educational program acceptable for full credit toward a degree, or offers a training program to prepare students for gainful employment in a recognized occupation and is authorized under federal or state law to provide such a program and is accredited by a nationally recognized accreditation agency. All Scholarship Awards must be used for tuition and related expenses (as further described in the "Eligible Expenses" section that follows) at an educational institution described in IRC Â§ 170(b)(1)(A)(ii). The SCCC Foundation reserves the right to impose additional, minor reasonable restrictions and/or requirements upon the awarding of Scholarship Awards and the administration of such grants. Any substantial or material changes will be made only with approval of the SCCC Foundation Board of Directors.

*The SCCC Foundation can only award scholarships or aid up to the student's level of unmet need as defined by federal guidelines (if you receive federal funding). Scholarship awards may vary depending on unmet need, application, and acceptance of other scholarships or financial aid, including student loans. All final scholarship awards will be determined solely by the student's unmet need.*

## **Eligible Expenses**

Unless otherwise provided in the fund agreement establishing a Scholarship Award, a condition of each Scholarship Award is that it will be used only for qualified tuition and related expenses within the meaning of IRC Â§ 117(b)(2), and for room and board. Accordingly, a Scholarship Award can be used only for: (1) tuition and fees required for the enrollment or attendance of the student at a qualifying institution; (2) fees, books, supplies, and equipment required for courses of instruction at such an educational institution; and (3) room and board. The State Center Community College Foundation's scholarship policies also allow scholarship funds to be utilized for transportation, childcare, food, and other living expenses.