

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Scholarship Awarding and Distribution Process		SOP #: ES.003.03
Effective Date	11.21.2019	
Last Revision/Review	7.8.21	

1. Purpose

In administering scholarships, the College adheres to the federal requirements for all scholarship funds to maintain the charitable nature of institutional scholarship programs and ensure compliance with the guidelines and eligibility requirements set forth by governing donor agreements.

2. Related Policy/Authority

34 CFR 673.5(c)

Burrell Policy B9500: Title IV Compliance Policy

Burrell Policy B9550: Scholarship Award Policy

3. Faculty/Staff Responsibilities

SWFOER:

- SWFOER ED will secure and manage new student scholarship support and manage donor stewardship
- SWFOER ED will finalize donor agreements, inclusive of amendments and extensions, and obtain written acceptance of terms from President and Dean.
- SWFOER Accountant will maintain financial records and provide regular financial reports showing funds awarded and available to award from each established scholarship fund, providing budgetary oversight in accordance with donor agreements
- SWFOER Accountant will provide, in writing, the requirements, terms, and budgetary information pertaining to scholarships to the President, Dean and OFA
- SWFOER ED will verify notifications and publications to students and stakeholders to ensure accuracy, eligibility requirements and intent of the donor agreements.
- SWFOER ED will coordinate student thank-you notes to donors

OFA

- Maintain database of all scholarships and eligibility requirements to include posting on the College website.
- Coordinate the process for awarding scholarship funds which includes management of timeline for application materials and deadlines for submissions in accordance with the Award Cycle, and coordination of the award process.
- Provide the Scholarship Committee with the following information for each scholarship requiring Committee action: eligibility criteria for each award, amount available to be awarded per student and in total, and a list of eligible students.
- Notify students of scholarships when they become available and are open for awarding by SWFOER Accountant based upon the Award Cycle. Notification includes eligibility and application requirements.
- Accept scholarship awards to individual students on behalf of the College following the process outlined below; process award of scholarship funds in CAMS.
- Notify students of financial aid packages, based upon the requirements of the Title IV program.
- Provide an annual report to SWFOER of scholarship recipient information.

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Bursar

- Review proposed awards for applicability to individual proposed recipient's balance due and sources of funding by serving as non-voting member of Scholarship Committee.
- Process application of scholarship funding to student accounts.
- Invoice SWFOER Accountant for transfer of funds awarded.

Scholarship Committee

- Review eligible scholarship applications and make recommendations to the Dean for approval, based on the criteria of the award, within five business days of receiving the scholarship applications.

4. Definitions/Abbreviations

SWFOER: Southwest Foundation for Osteopathic Education and Research

SWFOER ED: SWFOER Executive Director

OFA: Office of Financial Aid

SC: Scholarship Committee

Retention scholarship: Awarded to continuing students (Hummer, Hunt, Yates, FOMV)

Recruitment scholarship: Awarded to incoming students (all SWFOER general scholarships without award criteria)

Award Cycle:

Award Cycle	Award Committee Selection Date	Award College Approval Date	SWFOER Approval Date	Financial Report Date
Fall Term	April 31	June 15	April/May Meeting	March
Spring Term	December 18	January 1	Dec/Jan Meeting	Dec

5. Procedural Steps

- 1) Process overview: All scholarship awards will be made for a full academic year during the Fall semester award cycle. The Spring semester award cycle will be used only to replace previously approved students who either withdraw permanently or temporarily from the College, or who fail to continue to meet eligibility criteria. Student applications for retention scholarships will be received in the month of February for the upcoming academic year. The SC will award both recruitment and retention scholarships during March for the upcoming academic year, subject to final approvals as indicated below, limited to fund available as reported to the SC as of the end of February. All retention scholarships will be for a fixed amount per student as defined in the SWFOER agreement summary provided by the SWFOER Accountant for waivers by the Controller from the Board of Trustees approved per student budget.

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- 2) Detailed procedures:
 - a) Upon receipt of a donor agreement, SWFOER ED will finalize and obtain written acceptance (on a separate form than that of the donor agreement) of the terms of the agreement, inclusive of amendments and extensions, from the College's Dean and President.
 - b) By no later than April 15th of each year, SWFOER Accountant will provide for each funded scholarship award a report as of the end of March stating the amount of funding available to award, any conditions as to the amount to be awarded per student within the current award cycle, a list of students for whom scholarship awards for the upcoming academic year were previously approved and available funds for new awards, and a written summary of the eligibility requirements for each scholarship established in the donor agreement to the OFA and Bursar. The report will include available carryforward funds and pledges receivable. These funds will be awarded by the process outlined below for the upcoming academic year.
 - c) For scholarship funds identified as available for the award cycle for the upcoming academic year, OFA will notify potential recipients through the application process of those scholarships which are subject to the application process through approved communication mediums. Notification will include name of the scholarship, number of awards, award amount, eligibility criteria, application requirements, and deadlines for submission.
 - d) All retention scholarships will require an application with established deadlines. Recruitment scholarships will not be administered through the application process.
 - i) Scholarships applications will be vetted for eligibility according to the terms provided by SWFOER Accountant. Vetting of applications will be performed the OFA with eligible applications forwarded to the Scholarship Committee for review.
 - e) The Scholarship Committee will review all eligible applicant applications and recommend scholarship recipients for scholarships that require a selection by the Committee, in accordance with scholarship eligibility requirements.
 - f) The Scholarship Committee will send their recommendations to the Dean for approval.
 - g) Dean will send approval to SWFOER ED for final approval by the SWFOER Board in accordance with the timeline provided in the Award Cycle.
 - h) SWFOER ED will send final approval notification to the Dean and Chair of Scholarship Committee.
 - i) The Chair of the Scholarship Committee will email a list of recipients approved by the SWFOER to the OFA, Bursar, and SWFOER Accountant
 - j) The OFA will accept the Committee recommendation on behalf of the College following this review and approval.
 - k) The OFA will notify recipients of their selection and any terms and conditions of accepting the scholarship.
 - l) Once the scholarship recipients have acknowledged the terms and conditions, the OFA will process the award in CAMS and image supporting documentation.
 - m) The Bursar will receive notification from CAMS for disbursement, and will invoice SWFOER Accountant for the amount awarded.
 - n) The OFA will notify other departments of the College of the scholarship recipients and eligibility requirements as deemed necessary (Student Affairs, Clinical Education, Regional Assistant Deans).

6. Reports/Charts/Forms/Attachments/Cross References

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7. Maintenance

Signature on File	7/8/2021
Department Head of Enrollment Services	Date

9. Distribution List

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1/25/2021	All	Complete revision of SOP including title		1/25/2021
2/26/21	4,5	Update the award cycle table and subsequent dating in section 5. Removed reference to waiver		2/26/21
7/8/2021	5	Updated information about who will email the list of scholarship recipients and who will receive the list.		7/8/2021