

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Burrell Medical Scholars (BMS) Award – Tuition Waiver Awarding Process		SOP #: ES.006.01
Effective Date	2/23/2021	
Last Revision/Review	9.17.21	

1. Purpose

An annual class cohort award, the Burrell Medical Scholars (BMS) Award is a tuition waiver that is internally awarded to eligible applicants who matriculate from Burrell College's service region of New Mexico, El Paso County, Southern Arizona, and all American Indian/Alaska Native Tribal Nations and Jurisdictional Areas.

2. Related Policy/Authority

34 CFR 673.5(c)

https://bcomnm.org/wp-content/uploads/2019/02/B9500_TitleIV_Compliance.pdf

3. Definitions/Abbreviations

BMS: Burrell Medical Scholars

OA: Office of Admissions

OFA: Office of Financial Aid

SA: Student Affairs

SC: Scholarship Committee

Award Cycle:

<u>Award Cycle</u>	<u>Burrell Award Cycles</u>	<u>Award Start</u>	<u>Award End Date</u>	<u>Financial Report Date</u>
Annual Recruitment Cycle	Recruitment beginning August for the current year's admission cycle	15-Sep	July	30-Jun

4. Faculty/Staff Responsibilities

OA

- Maintain a database of all eligible applicants who can be recommended for consideration of a BMS Award.
- Notify OFA and Chair of the Scholarship Committee when offered applicants are AACOMAS BEAR
- Notify OFA and Chair of the Scholarship Committee when offered applicants are recommended by Interviewers and/or the Admissions Selections Committee for scholarship consideration, as well as, current offered lists on a rolling basis.

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- Notify OFA and Chair of the Scholarship Committee when eligible applicants who are recommended for a BMS Award either accept, decline, or defer their offer of admission as well as those who may withdraw post deposit.

OFA

- Maintains the records for BMS Award recipients in CAMS (Student Information Management System) to include cohort year, award amount, and eligibility status for award maintenance on a semester basis.
- Coordinate the process for vetting the financial need eligibility of applicants to be consider for a BMS Award, and coordination of the award process with the Bursar.
- Provide the Scholarship Committee with the following information for each vetted and eligible applicant requiring Committee action: a list of vetted eligible students, and the available balance amount to be awarded.
- Post recipient award to CAMS and assure adherence to regulations guiding estimated financial assistance.
- Review academic progress for recipients of the BMS Award at the end of each term, notify students who are not meeting academic progress.
- Notify the Chair of the Scholarship Committee when student become ineligible to receive the BMS Award.

Bursar

- Process awarded and accepted BMS Award tuition waivers to student recipient accounts.

SC

- Review eligible applicants and make recommendations to the Dean for approval, based on the criteria of the BMS Award, within five business days of receiving the list of vetted and eligible applicants.

5. Procedural Steps

1) Procedures

- a) The OA will provide OFA with email updates of scholarship recommended offered applicants and the master rolling offered applicants lists which has applicants from the area designated. The email updates and master rolling offered applicants list will indicate when an applicant is AACOMAS BEAR eligible.
- b) The OFA will then vet the financial need of all applicants provided by OA to confirm eligibility for consideration of a BMS Award.
- c) The OFA will send a list of vetted and eligible applicants to the Chair of the Scholarship Committee.
- d) The Scholarship Committee will review all vetted and eligible applicants and recommend BMS Award recipients in accordance with BMS Award eligibility criteria.
- e) The Scholarship Committee will send their recommendations to the Dean for approval.
- f) The Scholarship Committee will email a list of recipients approved by the Dean to the OFA.
- g) The OFA receives the approved recommendations on behalf of the College.

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- h) The OFA will notify recipients of their selection and any terms and conditions of accepting the BMS Award.
- i) Once the BMS Award recipients have accepted the terms and conditions, the OFA will process the award in CAMS and image supporting documentation, and notify OA that the recipient has accepted the terms of the BMS Award.
- j) The Bursar will receive notification from CAMS for tuition balance adjustment.
- k) When a recipient of a BMS Award declines an offer, the award amount reverts back to the available balance amount to be awarded.
- l) When a recipient of a BMS Award becomes ineligible due to not meeting award maintenance criteria, or by accepting another exclusive and conditional scholarship that requires releasing the BMS Award, OFA will seek recommendations from SA on students from the same cohort who have demonstrated an interest or have expressed intentions to practice in Burrell College's service region and agree to sign the BMS Award Affirmation Agreement. The OFA will then present these recommendations to the Chair of the Scholarship Committee to initiate procedural steps c-j.

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

7. Maintenance

Signature on File	9.17.21
AVP of Enrollment Services	Date

9. Distribution List

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
2/18/2021		Creating of the SOP for the Burrell Medical Scholars (BMS) Award	New	
9.17.21	5	Added line (k) to the procedures.		9.17.21