

**Tennessee Technological University**  
**Policy No. 1204**



**Institutional  
Scholarships**

Effective Date: July 1, 2017

**Policy No.:** 1204

**Policy Name:** Scholarship Policy

**Revised Date:** July 1, 2020

## **I. Purpose**

The purpose of this policy is to provide consistency and fairness with regard to the strategic use of scholarships awarded to students.

## **II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Vice President for Enrollment and Communication, with recommendations for revision presented to the Administrative Council and University Assembly.

## **III. Scope**

This policy applies to donor-funded or institutional scholarships. This policy does not apply to international scholarship, solely needed-based grant, competition-based, or athletic scholarships.

## **IV. Definition**

Scholarship—a monetary grant, however titled, for a designated purpose that is posted to a student's account and that covers, in the first instance, outstanding balances on the student's account.

## **V. Policy**

- A.** Any student who wishes to be considered for a donor-funded, or an institutional scholarship must complete a Tennessee Tech scholarship application and submit supporting materials as directed by the Tennessee Tech Scholarship webpage.
- B.** Tennessee Tech Scholarship Application will be used as the primary application for scholarships.
- C.** In lieu of the scholarship application, the admission application may be used as the application for Admission's scholarships.
- D.** Tennessee Tech may award scholarships to students who are full-time, part-time, out-of-state, or in-state residents. Students must be regularly admitted or currently enrolled to be awarded a scholarship and receive funds.
- E.** Requirements for Scholarships
  - 1.** Academic Service Scholarships
    - a.** A scholarship may involve a service obligation to Tennessee Tech for a prescribed number of hours per semester. The service obligation will provide primarily an educational benefit to the

student.

- b.** Tennessee Tech may define the service obligation for the purpose of the scholarship to include academic or co-curricular activities, such as study abroad, undergraduate research, service learning, student teaching, nursing clinical, social work practicum, and approved institutional service.
- 2.** Renewable institutional scholarships may have requirements that must be met to continue receiving the funds. Failure to meet these renewal requirements (e.g. maintain the required GPA, complete the service hours required) will result in the student being placed on scholarship probation for the following semester. If, after the probationary semester, the renewal requirements are not met, the student's scholarship will be permanently terminated.
- 3.** Donor-Funded Scholarships
  - a.** Recipients of a renewable donor-funded scholarship must re-apply for the scholarship each year.
  - b.** Recipients of a donor-funded scholarship must submit a thank you letter if required.

#### **F. Scholarship Awarding**

- 1.** Scholarships shall be awarded based on a student meeting the criteria for selection.
- 2.** The scholarship's administering unit must input and notify recipients of their award by the deadline established by the Vice President for Enrollment and Communication.
- 3.** The Vice President for Enrollment and Communication or her/his designee may award any donor-funded scholarships that have not been awarded by the established deadline.
- 4.** Scholarship funds must first be used toward a student's outstanding balance.
- 5.** Refunds will be handled in accordance to TTU Policy 511.1 (Fees, Charges, Refunds, and Adjustments).

#### **G. Exceptions and Appeals**

1. A student wishing to appeal a decision related to her/his scholarship must complete the Request for Exception Form available on the Office of Scholarships' site and submit it to the Office of Scholarships.
2. The Appeals Committee composed of the Assistant Director of Institutional Aid and Scholarships, the Director of Financial Aid or her/his designee, and the Director of Admissions or her/his designee will convene on the call of the Assistant Director of Institutional Aid and Scholarships to hear the matter.
3. The Assistant Director of Institutional Aid and Scholarships will communicate in writing to the student the Committee's decision within 30 calendar days of the Assistant Director's receipt of the appeal.
4. The student may appeal the Committee's decision in writing to the Vice President for Enrollment and Communication within 15 calendar days of receipt of the Committee's decision.
5. The Vice President for Enrollment and Communication will communicate her/his decision in writing to the student within 30 calendar days of receipt of the second appeal. The decision of the Vice President for Enrollment and Communication shall be final.

## **VI. Interpretation**

The Vice President for Enrollment and Communication or her/his designee has the final authority to interpret the terms of this policy.

## **VII. Citation of Authority for Policy**

T.C.A. § 49-8-203(a)(1)(E)

### **Approved by:**

Administrative Council: August 24, 2016; January 29, 2020

University Assembly: November 16, 2016; April 22, 2020