

Policy Name:	Scholarship Management and Disbursement
Policy Number:	100
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PURPOSE

The El Camino College Scholarship Office serves as the primary focal point for administering all El Camino College scholarships. In order to demonstrate respect for the donor’s intent, maintain compliance with regulatory requirements and respond to the financial and educational needs of students, this policy will govern the management, disbursement and dissolution of scholarship funds held by the El Camino College Community Foundation and the El Camino Community College District.

I. CRITERIA

Scholarships are governed by this policy and, when applicable, the scholarship agreement established between the scholarship donor and the El Camino College Foundation. The El Camino College Foundation Executive Director and/or Board of Directors may establish scholarship criteria and administration policies consistent with this policy and scholarship agreement.

II. USE OF FUNDS

- A. Scholarship awards can only be applied to educational expenses at El Camino College and/or an approved transfer institution. Funds may only be used for tuition, books, fees, approved technology and required supplies unless the scholarship agreement states otherwise.
- B. No advances for expenses will be made directly to the student unless authorized by the scholarship agreement or approved by the Foundation Executive Director or Foundation Board of Directors.
- C. Scholarships that are funded by an external funding source will be administered and disbursed in accordance with instructions provided by the awarding organization.
- D. In the event the student completes or terminates their education prior to using all scholarship funds, unused scholarship funds will be returned to the Foundation, unless otherwise stipulated by the scholarship agreement, and the student shall have no further claim to them. Undistributed scholarship funds will remain designated for scholarships and will be available for future awards as determined by the Foundation Executive Director or Foundation Board of Directors.

III. DISBURSEMENT AND DISSOLUTION POLICY

The following criteria must be met for disbursement of scholarship funds:

- A. Students must activate their scholarship through the El Camino College Scholarship Office within (60) sixty days of the activation period. Failure to do so may result in forfeiture of all or part of the scholarship award.

- B. Tuition expenses are paid by the Foundation to El Camino College after the Last Day to Add or Drop date. The student must provide official verification of registration from the Cashier's office and submit a request to pay tuition expenses.
- C. Book Vouchers are issued to students for use in the ECC Bookstore and may only be used for books and required supplies stipulated on the course syllabus or designated by faculty. Students must provide a current registration statement and complete the Book List form.
- D. Reimbursement requests must include a registration form, an original receipt showing method of payment and a course syllabus.
- E. Disbursement allowed by the scholarship agreement for expenses other than tuition, fees, books and required supplies, will be permitted only after the Last Day to Add or Drop date (in accordance with El Camino College Foundation policy) has passed and the student's continued enrollment is verified.
- F. Students must continue to fulfill the full-time (12+units) or part-time (6+units) criteria in order to receive the full amount of their awarded funds. Students falling under the stipulated unit requirements may result in a decrease or forfeiture of their funds entirely.

Scholarship funds will be forfeited for student use if one of the following transpires:

- A. The student fails to activate scholarship within (60) sixty days of the activation period.
- B. The student fails to meet the scholarship criteria.
- C. More than 180 days have passed from the date of the last transaction.

IV. TRANSFER SCHOLARSHIPS

Transfer scholarships as defined in the scholarship agreement are designated transferable to another accredited educational institution for the benefit of the awardee and will be administered as follows:

- A. Scholarship recipient must provide proof of enrollment, a copy of their class schedule, a copy of their new Student ID card, and the name and address of the institution to which they are transferring by October 31st for fall semester and March 31st for spring semester. Scholarship awards are transferred to the institution and designated for use by the student for approved educational expenses.
- B. Failure to provide this information within the designated period will result in all funds returned to the El Camino College Foundation scholarship account from which the funds were distributed. Undistributed scholarship funds will remain designated for scholarships and will be available for future awards as determined by the Foundation Executive Director or Foundation Board of Directors.

V. NON-TRANSFERRABLE SCHOLARSHIPS

Non-transferrable scholarships as defined in the scholarship agreement are designated for use at El Camino College and cannot be transferred.

- A. If a recipient completes or terminates their course of study at El Camino College and there are funds remaining in the scholarship, all remaining funds shall be returned to the El Camino College Foundation scholarship account from which these funds were authorized.

VI. APPEAL PROCESS

- A. The student may file a request to reinstate their scholarship award in the event they are deemed ineligible.
- B. The El Camino College Foundation Executive Director and/or Board of Directors are the sole authority in interpreting the policy and the decision of the Foundation is final.

Addendum:

I understand that I must fulfill all the specific requirements of my scholarship in order to qualify and receive funding.

___initial

I understand that a lapse of transactions exceeding 180 days will inactivate my scholarship.

___initial

I understand that any infringement or abuses of the scholarship award criteria and process may result in the immediate forfeiture of all funds and exclude me from future awards.

___initial

I have read and received a copy of the El Camino College Foundation Scholarship Management and Disbursement Policy #100.

(PRINT FULL NAME)

DATE

STUDENT ID #

THANK YOU LETTER

A thank you letter to your scholarship donor is required to activate your scholarship, and reimbursements will not be completed until your letter has been received. Letter should include:

- How this scholarship helps you with your educational goals
- What this scholarship means to you
- Your name clearly printed at the bottom of the letter

A sincere expression of appreciation is a courtesy towards donors who are helping you achieve your educational goals.