

## **JACKSON STATE UNIVERSITY SCHOLARSHIP POLICY AND PROCEDURE STATEMENT**

### **PURPOSE**

Jackson State University hold and administer scholarships specifically to pay tuition, fees, and books for students to attend Jackson State University. Scholarships are awarded to enrolled students that meet certain criteria. All scholarships are awarded on a nondiscriminatory basis.

### **ROLES AND RESPONSIBILITIES OF THE SCHOLARSHIP COMMITTEE MEMBERS**

JSU Scholarship Committee members consist of the Director of Financial Aid, Scholarship Coordinator, and Department representatives. JSU Scholarship Committee are stewards of scholarship funds that are appropriated from the Institution of Higher Learning. Their purpose is to ensure that departments adhere to University policy concerning scholarship eligibility and that the original intent of each scholarship fund is carried out.

The Scholarship Committee and its component subcommittee, called the Reviewing Committee, meet on an as needed basis through the year. All Scholarship Committee members and subcommittee members must evaluate the eligibility of applicants without bias and conflicts of interest and make selection recommendations based on the established specific selection criteria for each scholarship.

### **SCHOLARSHIP CRITERIA**

The specific parameters and selection criteria of each scholarship is determined at the time of the signing of the fund agreement by the fund's founding donors. The staff works with donors to clarify and document the donors' intentions while also striving for the best likelihood that a strong pool of applicants will be eligible and can be obtained. Criteria may also include Policies and Procedures for the scholarship programs. Scholarships are for one academic year, but multi-year scholarships may be awarded and may be renewable pending specific criteria. Scholarships must meet and comply with all federal regulations regarding their benefits and usage. All U.S and eligible Non U.S. citizens scholarship applicants are required to complete the Free Application for Federal Student Aid (FAFSA) online at [www.studentaid.gov](http://www.studentaid.gov). Scholarship amounts will be reduced for any grant funds received.

## **SCHOLARSHIP SELECTION PROCESSES**

Scholars are to be selected on an objective and nondiscriminatory basis. The intended scholarship application pool from which scholars are selected must be sufficiently broad so that awarding scholarships to one or more members of the group fulfills the purpose. However, selection from such a pool is not necessary if the criteria mandate that the scholarship is awarded to scholars based upon exceptional qualifications to carry out the purposes of the scholarship fund or it is otherwise evident that the selection is particularly calculated to effectuate the charitable purpose of the scholarship rather than to benefit a particular class of persons.

## **SCHOLARSHIP AWARDS AND REFUNDS**

All applicants must apply to the scholarships they qualify for in the JSU Scholarship Portal <https://jsu.academicworks.com/>. Qualifying for any scholarship does not guarantee the applicant will receive the scholarship. All institution scholarships are last-dollar awards. All need-based aid is to be applied to the student's account before applying institutional aid. The institutional aid will satisfy account balances to zero. Credit balances and refunds from institutional aid are not permitted. In the event a student receives both internal and external scholarship funding which is restricted to tuition only and the total amount exceeds tuition, the merit based scholarship will be adjusted first to insure that the total amount does not exceed tuition.

### **Scholarship Renewal**

Selected scholarships are renewable upon the scholarship requirements. Academic scholarships can only be disbursed in equal portions for the fall and spring semester and cannot be used toward intersession or summer school tuition. Students who choose to study abroad or attend another institution through a consortium agreement, forfeit scholarship eligibility for the term(s) away. These terms will not count toward the maximum terms of eligibility. Students are eligible for scholarship funding for up to eight consecutive semesters of full-time enrollment or until graduation from the undergraduate program, whichever comes first. If the student drops below full-time enrollment after the add/drop date for the semester and receives an adjustment to their tuition, the scholarship amount will be pro-rated to cover the same percentage of charged tuition as if the student were enrolled full-time. Pro-rated scholarships

count towards a term of eligibility. Seniors who are in their final term of enrollment and do not need to be enrolled full-time may request the renewal of their merit based scholarship by submitting a signed document from their Department Chair. However, the amount is adjusted to cover the same percentage of the charged tuition as it would if enrolled full-time.

### **Loss of Eligibility for Scholarships/Appeal**

A condition to the renewal of your academic scholarship is that you maintain the minimum continued eligibility requirements as stated in your contract agreement. You will be notified at the end of the academic year if you fall short of the requirements. You will be given an opportunity to submit supporting documents to reinstate your scholarship for the following semester. All appeals must be submitted by the requested deadline. The Scholarship Committee will meet to determine the approval or denial of your appeal. You will be notified (by email) of the committee's decision by the end of June. Please visit <https://www.jsums.edu/financialaid/files/2020/06/Scholarship-Appeal-Form.pdf> for scholarship appeal information.

### **SCHOLARSHIP RECORDKEEPING**

The JSU Scholarship Portal will maintain the following records regarding scholarship information in keeping with JSU's document retention and confidentiality policies:

1. Electronic copies of all scholarship applications, both awarded and denied
2. Committee reviewed and the decision ballots for scholarship pools
3. Records on all scholars and their respective scholarships

### **PUBLICITY**

The scholarship funds are a benefit to the students of Jackson State University. JSU and JSUDF will publicize its scholarship program through its publications, on the website, email blast, and through social media to encourage all potential students to apply. Additionally, JSU and JSUDF will market the availability of scholarships to the underserved populations and will strive to eliminate barriers in applying.