

POLICIES AND PROCEDURES

Subject: Guidelines for Payment of Scholarships Reference: G-X-p

Source: President Eff. Date: November 18, 2016

Approval Auth.: President Approved: _____

Remarks: Replaces previous policy dated May 2, 2001

Date: November 18, 2016

Institutional Scholarships are defined as Presidential, Honors College, McLennan, GED, and Upward Bound Scholarships.

Academic and Performance Scholarships are defined as those scholarships approved for distribution through the academic departments, i.e.: music, drama, student government, and other areas as approved.

Athletic Scholarships are those scholarships approved for distribution through the athletic departments, i.e.: baseball, men's and women's basketball, men's and women's golf, softball, and dance company.

Private Donor Scholarships are defined as those provided through the MCC Foundation or directly to the College from a donor.

Payment of Scholarships

All scholarship payments shall be handled by an appropriate credit in the student's account at the College, and/or bookstore, to be used for tuition, fees, and books up to the total value of the scholarship. Generally, scholarship funds will not be paid out to students except to reimburse for approved charges already paid.

Athletic Scholarships covering tuition and fees will not be duplicated with any Institutional or Academic Scholarship and will always pay first. Athletic Scholarships covering expenses other than tuition and fees may be paid in combination with other Institutional or Academic Scholarship that covers tuition and fees.

Institutional Scholarships shall not be duplicated with any other Institutional Scholarship. Only the Institutional Scholarship that carries the greatest value will be awarded. Institutional Scholarship recipients receiving Academic Scholarships shall only receive an amount equal to unpaid bookstore charges or the amount of the scholarship, whichever is less.

Academic and Performance Scholarships may be duplicated with other academic area scholarships, but the combined scholarships may not exceed the cost of tuition, fees, and books. However, meal and/or

housing scholarships may be awarded in addition to tuition, fees, and books with approval of the Vice President, Instruction.

Private Donor Scholarships follow the guidelines of the donor.

NOTE: The book amount will be limited to the estimated book costs approved by the Coordinating Board each year.