

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Title (in relation to fund) \_\_\_\_\_

### **Scholarship Administration Checklist (To be attached to Scholarship Agreement)**

Thank you for planning this gift through the MECC Foundation. The MECC Foundation works closely with the MECC Financial Aid Office to enable students who have financial need and academic promise to receive help with college costs. To enable the MECC Foundation to assist more students, donors are encouraged to minimize restrictions as they create new scholarships. By providing the MECC Foundation and the MECC Financial Aid Office the maximum flexibility in awarding scholarships, donors can be assured that a wide range of students who have unmet college expenses can be considered for scholarships.

This checklist has been developed to help donors think carefully about their scholarship preferences, and to make preferences clear to the MECC Foundation staff, so any restrictions that are important to donors will be honored.

As the donor/representative for the \_\_\_\_\_ Scholarship, I request that the MECC Foundation and MECC Financial Aid Office make every reasonable effort to honor the following restrictions:

#### ***STUDENT RESTRICTIONS***

#### **1. Number of Students to receive Scholarship Awards**

##### **Check One Only:**

I (we) have no preference regarding the number of students to receive the available funds; MECC can allocate the funding to best meet the needs of the eligible students. **OR**

I (we) would like for scholarships of \$\_\_\_\_\_ (maximum/minimum dollar amount) to be awarded to \_\_\_\_\_(number) students.

#### **2. Residence of the student recipients**

##### **Check one only:**

I (we) have no preference regarding the residence of students to receive the scholarship funds; MECC can allocate the funding according to best meet the needs of students. **OR**

I (we) would like for the scholarships to be awarded to residents of \_\_\_\_\_ (first priority), \_\_\_\_\_ (second priority), and \_\_\_\_\_ (third priority).

**3. Eligible students – Age of recipients**

**Check one only:**

I (we) have no preference regarding the age of the student(s) to receive the available funds. They may be high schools seniors, recent high school graduates, or adult students. **OR**

I (we) would like for only high school seniors to be considered for the scholarship. **OR**

Other (Please describe the types of students to be considered:\_\_\_\_\_).

**4. Eligible students – Academic Promise and Financial Need**

**Priority of Financial Need versus Academic Promise**

**Check one only:**

I (we) consider the level of financial need of students to be of a higher priority than academic promise. **OR**

I (we) consider the level of academic promise of students to be of a higher priority than financial need. **OR**

I (we) consider the level of financial need and academic promise to be of equal priority.

**Academic Promise**

***Due to the limited availability of scholarship funding, the MECC Foundation generally requires a minimum of a 3.0 GPA for students to be considered for scholarships. Donors may set a higher or a lower academic standard. If the donor wants a higher or lower standard, please note below:***

**Check one only:**

I (we) have no preference regarding the GPA the student(s) to receive the available funds. As long as the student maintains a 2.0 GPA, the student may continue to receive scholarship assistance. (A 2.0 GPA is a C average.) **OR**

I (we) prefer the student recipients have a minimum \_\_\_\_\_ GPA to receive the scholarship.

**Financial Need**

**Check one only:**

I (we) have no preference regarding the financial need of the student and the scholarship may be awarded to a student with no financial need to assist with costs of college attendance. **OR**

I (we) prefer the student recipients have financial need.

**5. Eligible students – Full time or part-time status**

**Check one only:**

I (we) prefer the scholarship be awarded to full-time student(s). (If this one is checked, skip to item #6.) **OR**

I (we) agree for the scholarship to be awarded to full-time or part-time student(s). If this block is checked, answer the additional question below:

**If a part-time student is eligible for assistance, should the award be reduced according to the number of credit hours enrolled?**

**Check one only:**

Yes **OR**

No

**6. Eligible students – Academic major**

**Check one only:**

I (we) have no preference regarding the major of the student(s) to receive the scholarship. **OR**

I (we) prefer for the student(s) to be majoring in\_\_\_\_\_.

7. **Eligible students –AIMS Higher Scholarship award eligibility**

Mountain Empire Community College has established a scholarship program to assist high school graduates and their families in meeting the tuition and fee costs for up to 72 credit hours of enrollment at MECC, which is sufficient for the completion of an Associate Degree. To qualify for an AIMS Higher Scholarship, students in grades 8-12 must: 1) complete 17 specified course credits that contribute to college preparedness; 2) perform and document 20 hours of community service; 3) receive no out of school suspensions; and 4) maintain 95% school attendance. High school counselors assist MECC personnel in verifying whether high school students have met these requirements by graduation. After eligible AIMS Higher recipients have enrolled at MECC, they must maintain full-time enrollment status and a 2.0 GPA.

Most of the AIMS Higher Scholarship Program costs are currently funded by the Virginia Tobacco Indemnification and Community Revitalization Commission (VTICRC), but the MECC Foundation ensures that sufficient funds are available to meet funding demands of this program when the VTICRC grant is insufficient. At some time in the future, we expect that the VTICRC will no longer have the resources to fund the program. MECC is preparing for this change in future funding support by asking donors permission to allow their scholarships to be used to meet the cost of supporting current and future students who have met the AIMS Higher Scholarship requirements.

**Check only one:**

I (we) agree that the scholarship can be used to assist students who have met the AIMS Higher Scholarship criteria, but the recipient should be told that the funding is coming from this named fund.

I (we) prefer that this scholarship be given to student(s) who are not eligible for AIMS Higher Scholarship awards.

***EXPENSE RESTRICTIONS***

8. **Donors can specify the categories of expenses that can be supported through scholarships.**

**Check ALL that apply:**

I (we) want the scholarship to pay for the costs of tuition and fees. ***AND***

I (we) agree that the scholarship can be used for books. ***AND***

I (we) agree that the scholarship can be used for costs of supplies, transportation, insurance, uniforms, etc. which are necessary for college attendance.

**RENEWABLE AWARDS**

9. Donors can make renewable scholarships or not.

Check only one:

I (we) want the awards to be for only one year. (Preferred by MECC, since there is limited scholarship assistance available.) **OR**

I (we) prefer to assist the same student in a succeeding year, based on making satisfactory academic progress (for a total of two years). **OR**

I (we) plan to provide sufficient support for entering student(s) and continuing student(s) each year. (The continuing student should be making satisfactory academic progress.)

**ANNOUNCING THE AWARDS**

10. If the preferred student is a graduating high school senior, should the scholarship be announced at the high school awards ceremony?

Check only one:

I (we) would like for the award to be announced at the awards ceremony. **OR**

I (we) do not expect for the award to be announced.

**PREFERENCES REGARDING RECIPIENT SELECTION PROCESS**

11. As donor(s), I (we) agree to have the MECC Financial Aid Office select the scholarship recipients and for the MECC Foundation to inform the MECC Financial Aid Office concerning any changes in scholarship restrictions over time. The MECC Foundation anticipates inviting donors to Scholars Recognition Night on a frequent basis to allow contact with the student recipients who are available to attend the event.

Check only one:

Other than the above, I (we) seek no involvement in the selection process. **OR**

In addition to the above, I (we) would like to be involved as follows:

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***FUNDING THE SCHOLARSHIP***

**12. It is recommended that scholarship funding be received by the MECC Foundation by the third week of April for distribution for the following academic year. To help the MECC Foundation anticipate the scholarship funding that will be available to assist students for fall, I agree that:**

**Check only one:**

The scholarship is supported by an endowment; no future arrangements for payments will be necessary. **OR**

The MECC Foundation should bill for the scholarship in \_\_\_\_\_ (list the approximate date), which will allow the funds to be received and awarded to students for the following academic year (August-May). **OR**

Payment will be initiated by (describe):

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***ACKNOWLEDGEMENT OF SCHOLARSHIP BY STUDENT(S)***

**13. Students acknowledgements should be sent to the attention of \_\_\_\_\_, at this address:**

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