

## **STAFF COUNCIL SCHOLARSHIP POLICIES AND PROCEDURES**

### **COMMITTEE PURPOSE:**

The Staff Scholarship Committee (“Scholarship Committee”) is created for the sole purpose of awarding to a staff member or their dependent (son or daughter, either natural or adopted, step-son, or step-daughter), a monetary grant to be used exclusively by that individual for college expenses as they pursue an undergraduate and graduate degree at West Liberty University.

### **COMMITTEE STRUCTURE:**

- The Scholarship Committee is composed of a minimum of five (5) members representing the Staff. Three (3) members must be present to conduct business.
- The Financial Aid Officer shall provide advice and guidance as required to meet legal, procedural, and academic requirements.
- The Employee members of the Scholarship Committee shall have sole authority and responsibility to make the final decision of the award.
- Scholarship award voting rights are limited to those committee members not having dependents presently applying for an award.

### **GENERAL GUIDELINES FOR OPERATION:**

The following guidelines are general in nature by design. The Scholarship Committee shall have the authority to establish additional, more detailed rules and regulations as required to ensure the fund is protected and properly administered.

- A. Three (3) members must be present to conduct business.
- B. The Scholarship Committee shall collect the expected family contribution as determined by the FAFSA from the Financial Aid Director or designee.
- C. Application form(s) and process shall be established by the Scholarship Committee.
- D. Award shall be awarded semesterly.
- E. Basic criteria shall be:
  1. Financial Need.
  2. Academic Achievement. (i.e. GPA, major, research, etc.)
  3. Community Involvement.
- F. Amount of award is contingent upon available funds.
- G. Basic requirement of applicants:
  1. Deadline date for filing the scholarship application will be August 1 for Fall semester and December 1 for Spring semester.
  2. The award must be used for West Liberty University attendance only.
  3. Applicant must be a staff member or staff member dependent.
  4. Both new students (incoming freshmen or transfers) and currently enrolled students are eligible to apply if the applicant maintained a 2.5 cumulative GPA.
  5. Individuals from the same household or family are only eligible for one award per awarding period.

### **PROCEDURE AND NOTIFICATIONS:**

- A campus email will be sent to the staff directory July 1 and November 1 to advertise the scholarship. A link for the staff scholarship will also be available on the Financial Aid Scholarship Webpage.
- The scholarship application will be available via both electronic google form and downloadable file.
- The Committee will meet within ten (10) business days following the deadline for each semester.
- Committee decisions will be made by a majority vote.
- Applicants will be notified via email within fifteen (15) days of the Committee’s decision.

**Applicant must file the Free Application for Federal Student Aid (FAFSA), through the Financial Aid Office, in order for consideration and this information will be made available to the Scholarship Committee for their evaluation.**