

Davis Technical College Student Financial Aid Scholarship and Tuition Waiver Credit Hour Policy

Effective Date: July 1, 2023

1. Purpose

- 1.1.** The purpose of this policy is to ensure scholarships are offered in a fair, equitable and timely manner, and to ensure priority is given to students with the greatest need. The College acting as a steward of public and private funds is dedicated to maintaining the highest degree of integrity in the administration of scholarships and tuition waivers.

2. References

- 2.1.** Technical Education Scholarships, Utah Code Title 53B, Chapter 8, Section 115
- 2.2.** USHE Board Policies R622
- 2.3.** Tuition Waivers, Utah Code Title 53B, Chapter 8, Part 1, Section 101
- 2.4.** Davis Technical College Student Financial Aid Satisfactory Academic Progress Policy

3. Definitions

- 3.1. Financial Aid Offer:** Notification to the student from the Davis Technical College Financial Aid Office of the approved scholarship or tuition waiver.
- 3.2. Foundation Scholarships:** Scholarship funds generated by the Davis Technical College Foundation. Scholarships may be used for tuition, program and student fees, books, and supplies. Students may not receive cash refunds from foundation scholarships.
- 3.3. Tuition Waivers:** are used to waive tuition and student fees. Waivers may not be used for program fees, inclusive access materials, or books and supplies. Examples of tuition waivers used are Destination Davis Tech and High School Fee Waivers.

4. Policy

- 4.1.** Students must be enrolled as a certificate-seeking student, in a certificate program to be eligible to receive Davis Technical College scholarships or tuition waivers.
 - 4.1.1.** High school students enrolled as certificate-seeking students, qualify for High School Fee Waivers, if approved for fee waiver through their high school, for the current academic year. Waivers may be applied to the high school registration fee and up to an additional \$175 for other high school fees. Additional amounts may be approved through the Director of Student Financial Services.
 - 4.1.2.** Students may receive one scholarship or tuition waiver at a time and a maximum of two per 12-month period. More than two scholarships or tuition waivers in a 12-month period require approval by the Director of Student Financial Services. In limited circumstances a student may receive a combination of a scholarship

Scholarship and Tuition Waiver Credit Hour Policy

and a tuition waiver at the same time in order to assist with student's tuition/fees and required books or supplies.

4.1.3. Students must activate their scholarship by scheduling their class within 30-60 days of the financial aid offer.

- Exceptions apply to students who are unable to enroll due to a class or program being full or program with a future start date.

4.2. Completion of the Free Application for Federal Student Aid (FAFSA) is part of the scholarship application process.

4.2.1. Undocumented or DACA students are unable to complete the FAFSA and must provide alternative financial documentation (taxes, paystubs).

4.3. Students must meet minimum Satisfactory Academic Progress (SAP) standards for their program to be eligible for scholarships and tuition waivers. Students who do not maintain SAP during their program may not be eligible for a subsequent scholarship offer. For students who are applying for their first scholarship that are not meeting SAP, they will be placed on a warning and must be meeting SAP standards to continue to be eligible.

4.3.1. Maintain minimum cumulative progress for program, or 67% whichever is higher.

4.3.2. Does not exceed the 150% maximum timeframe to complete the program.

4.4. Following a scholarship or tuition waiver denial, students may file an appeal, due to extenuating circumstances, with the Financial Aid Office to have scholarship or tuition waiver approved. Students are limited to one appeal per program.

4.5. Scholarships and tuition waivers are not retroactive and will be paid only for current and future classes.

4.5.1. Exception to policy can be approved by Director of Student Financial Services for extenuating circumstances.

5. Procedure

5.1. Scholarships and tuition waivers are offered through an application process. The application process consists of completing the FAFSA (for those that are eligible) and in most cases the Davis Tech Scholarship application.

5.2. Suggested scholarship or tuition waiver amounts are outlined on the Davis Technical College Student Financial Services Scholarship Matrix.

5.2.1. Offers may be adjusted based on a student's individual extenuating circumstance.

5.2.2. If a student's Pell amount does not cover all tuition and fees, they are automatically offered Destination Davis tuition waiver or state scholarship funds first and foundation scholarship funds second.

5.2.2.1 Students that are eligible for Pell grant but choose not to use Pell grant at Davis Technical College are only eligible for tuition waivers up to 50% of tuition

Scholarship and Tuition Waiver Credit Hour Policy

charges, if funding is available.

5.3. Students are notified of approved scholarship offers via email.

5.3.1. In the financial aid offer a link is provided for student to be able to complete a thank you note for the scholarship donors.

5.3.1.1 Some scholarship donors require students to complete the acceptance form and thank you note.

6. Approvals and Notes

President's Council Approval Date: 06/12/2023

Effective Date: 07/01/2023