

Policy Name:	Scholarship Management and Disbursement
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PURPOSE

The El Camino College Scholarship Office serves as the primary focal point for administering all El Camino College scholarships. In order to demonstrate respect for the donor's intent, maintain compliance with regulatory requirements and respond to the financial and educational needs of students, this policy will govern the management, disbursement and dissolution of scholarship funds held by the El Camino College Foundation and the El Camino College District.

I. CRITERIA

Scholarships are governed by this policy and, when applicable the scholarship agreement established between the scholarship donor and the El Camino College Foundation. The El Camino College Foundation Executive Director and/or Board of Directors may establish scholarship criteria and administration policies consistent with this policy and scholarship agreement.

II. USE OF FUNDS

- A. Scholarship awards can only be applied to educational expenses at El Camino College and/or an approved transfer institution. Funds may only be used for tuition, books, fees and required supplies unless the scholarship agreement states otherwise.
- B. No advances for expenses will be made directly to the student unless authorized by the scholarship agreement or approved by the Foundation Executive Director or Foundation Board of Directors.
- C. Scholarships that are funded by an external funding source will be administered and disbursed in accordance with instructions provided by the awarding organization.
- D. In the event a student completes or terminates their education prior to using all scholarship funds, unused scholarship funds will be returned to the Foundation, unless otherwise stipulated by the scholarship agreement, and the student shall have no further claim to them. Undistributed scholarship funds will remain designated for scholarships and will be available for future awards as determined by the Foundation Executive Director or Foundation Board of Directors.

III. DISBURSEMENT AND DISSOLUTION POLICY

The following criteria must be met for disbursement of scholarship funds:

- A. Student must activate their scholarship through the ECC Scholarship Office no later than September 30 of the award year. Failure to do so may result in forfeiture of all or part of the scholarship award.
- B. Student must be enrolled in 12 or more units for a full-time award or at least 6 units for a part-time award, as per the scholarship agreement.
- C. Tuition expenses are paid by the Foundation to El Camino College. Student must provide verification of registration.
- D. Book vouchers are issued to students for use in the ECC Bookstore and may only be used for books and required supplies stipulated on the course syllabus or designated by faculty. Students must provide a current registration statement and complete the book list form.
- E. Reimbursement requests for books, tuition, fees or required supplies must include an original receipt and a course syllabus.
- F. Disbursement, allowed by the scholarship agreement, for expenses other than tuition, fees, books and required supplies will be permitted only after the Last Day to Add or Drop date has passed (in accordance with El Camino College policy) and the student's continued enrollment is verified.

Scholarship funds will be held for student use by the Scholarship office until one of the following transpires:

- A. Student fails to activate scholarship within the activation period.
- B. The student fails to meet the scholarship criteria.
- C. More than 190 days have passed from the date of the last transaction.

IV. TRANSFER SCHOLARSHIPS

Transfer scholarships as defined in the scholarship agreement are designated transferable to another accredited educational institution for the benefit of the awardee and will be administered as follows:

- A. Recipient of the scholarship must provide proof of enrollment, a copy of their class schedule and the name and address of the institution to which they are transferring. Scholarship awards are transferred to the institution and designated for use by the student for approved educational expenses.
- B. At the completion or termination, for any reason, of a recipient's course of study, all unused scholarship funds will be returned to the El Camino College Foundation scholarship account from which the funds were distributed. Undistributed scholarship funds will remain designated for scholarships and will be available for future awards as determined by the Foundation Executive Director or Foundation Board of Directors.

V. NON-TRANSFERRABLE SCHOLARSHIPS

Non-transferrable scholarships, as defined in the scholarship agreement, are designated for El Camino College and cannot be transferred.

- A. If a recipient completes or terminates their course of study at El Camino College and there are funds remaining in the scholarship, all remaining funds shall be returned to the El Camino College Foundation scholarship account from which these funds were authorized.

VI. APPEAL PROCESS

- A. Students may file a request to continue to receive their scholarship award in the event they are deemed ineligible.
- B. The El Camino College Foundation Board of Directors are the sole authority in interpreting the policy and the decision of the Foundation is final.

Addendum:

I understand that in order to qualify to receive my funds, I must be enrolled in 12 or more units for a full-time award or at least 6 units for a part-time award, whichever is required for my scholarship.

____ initial

I understand that if the scholarship is Not Transferable, I must use all my funds while attending El Camino College.

____ initial

I understand that there may not be a lapse exceeding 190 days or my scholarship will become inactive and I will lose my scholarship funding.

____ initial

I understand that any infringement or abuses of the scholarship process may result in the immediate forfeiture of all funds and may exclude me from future awards.

____ initial

I have read and received a copy of the El Camino College Foundation Scholarship Management and Disbursement Policy #100.

PRINT FULL NAME

DATE

SIGNATURE