



Procedure Number:	CS 504
Procedure Title:	Scholarship Awards Procedure
Relevant Board Policy:	C.1.3 Appropriations and Revenue Sources Relevant
SACSCOC Principle:	13.5 Control of sponsored research/external funds
Originating Unit:	Office of Resource Development
Maintenance Unit:	Office of Resource Development
Contact for Interpretation:	Director of College Grant Development

- I. Purpose/Definition(s): The Office of Resource Development (ORD) is the on-campus representative of the Alamo Colleges Foundation. As such this office awards and administers internal scholarships from funds controlled by the Foundation. ORD also awards select scholarships for NLC students that come from other funding sources that are only available to NLC students. ORD also keeps a list of selected external scholarships available to NLC students and assists some external organizations to award funds to students enrolled at NLC. These scholarships vary from year-to-year, but the procedures are generally the same as those for awarding Alamo Colleges Foundation scholarships, although the procedures for applying for them will vary. The procedure below is for awarding scholarships funded through the Alamo colleges Foundation.

- II. Procedure statement: Alamo Colleges Foundation scholarships are awarded from an online application available to students from January-April and then again until early September. The application website is <https://www.alamo.edu/nlc/admissions--aid/scholarships/>. Students are eligible to complete one application per academic year. The district foundation office will provide a sheet with scholarships to be awarded for the academic year. After applications have been judged and scored, the scholarship coordinator will complete the following actions:
 - A. Go to scholarship admin site at <http://wwwsecure.alamo.edu/scholarship/admin.aspx>
 1. Download applications to Microsoft Excel
 - a) Save document as All Considered Applicants (include academic year)
 - b) Sort applications by highest score
 2. Match the highest valued scholarship to the high scored applicant according to requirements.
 - a) Update scholarship admin site to prevent a double reward.
The District Scholarship coordinator will also award from this database.
 - B. Once all applicants have been selected, prepare for mail merge.
 1. Email applicants award letter and a recipient profile sheet.
 2. Once student has returned the acceptance page, the thank you letter and the recipient profile sheet, you can process award.

- C. All scholarship awards must be process through banner workflow.
1. To access the Department Scholarship Form, access ACES, employee web services, and then Department Scholarship Form.
 2. After scholarship form has been completed and submitted, email Financial Aid point of contact and cc district scholarship coordinator. Financial Aid point of contact will email you when award has been posted to student's tuition account.

Attachment: None

Originator: Tammy Toney

Date Approved: 4/23/19

Last Updated: 5/21/19

Approved: Tangila C. Dove, PhD

Title: Vice President of College Services