

Current Scholarship Procedure

- Scholarship applications open on January 1st for the upcoming academic year. Scholarships are available on the wtcalumni.com website in a fillable PDF or an electronic JotForm option.
- In March, the CFO provides a funding report which states the current amounts available in each WTC Foundation scholarship account. Scholarships are based on a percentage of the available balance. The recommendation is to not exceed 20% of the available balance.
- A spreadsheet is compiled from the provided funding information to create a working budget. A scholarship must have more than \$1,000 in available funds to be considered for funding.
- Scholarship applications are due the first Friday of April to give ample time for the Scholarship Committee members to score the applications and to notify local high schools of the awards in time for their graduation in May.
- Scholarship award packets are mailed in late May, with the option to accept or deny the scholarship in accordance with the guidelines.
- Students have until the second Thursday in July to return their scholarship contracts to the Foundation office. This date is in line with the Opportunity Tuition Waiver.
- Once scholarship contracts have been received, the information is compared/matched with the available funds and scholarship criteria, i.e. Snyder ISD graduate, acceptable GPA, program interest, area resident, etc.
- Students are required to attend a scholarship meeting to review the guidelines of their award, write thank-you notes, and hear pertinent information regarding the scholarship.
- After the meeting, the financial aid office is provided a spreadsheet of each student and their scholarship award amount per semester. Scholarships are not applied to the student's account until after the campus census date.
- There are often remaining funds from students not accepting the scholarship award, not attending the scholarship meeting, or not meeting the parameters of the scholarship.

Proposed Scholarship Procedure - Petition Scholarship

Utilizing remaining scholarship funds, I propose a procedure to support students who missed the scholarship deadline.

- After the application deadline, students who approach the Foundation office will be welcome to apply for consideration. This gives the Foundation office an opportunity to build a relationship with the individual to extend the support that far exceeds a financial investment.
- Once the scholarship application has been received, the information will be provided to the Administrative Staff at WTC for rigorous consideration. Although there are limited funds available each year for consideration, the same nine-point grading system will be used. (see attached)
- The decision to extend a scholarship is at the discretion of the Administrative Staff. The student must have a financial need, be academically motivated, and be invested in their education at WTC.