



Policy identification number: **To come...**

File: **Enrollment Management Policies > Award of Scholarships**

2023-2024 Transfer Tuition Merit Scholarships

Policy Summary

This policy states the requirements for the award, disbursement, cancellation, and reinstatement of transfer tuition merit scholarships awarded for the 2023-2024 academic year.

Policy Owner

President

Approval Date

August 8, 2023

Effective Date

**August 8, 2023
for the 2023-2024 Award Year**

Search Terms

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Scheduled for Review

April 2024

Section I: Requirements Applicable to All Transfer Institutional Tuition Merit Scholarships

1. The application for admission serves as the application for a transfer tuition merit scholarship, hereafter TITM scholarship.
2. Students receiving a New Mexico Reciprocal Tuition Merit Scholarship or Western Undergraduate Exchange Tuition Scholarship (WUE) may not also receive the TITM Scholarship.
3. TITM scholarships can only be applied to Fort Lewis College tuition expenses.
4. TITM scholarship disbursements are applied to the Fort Lewis College tuition bill by the Accounting Office.
5. A student may petition for a higher TITM scholarship award if their academic credentials have improved. A student must initiate the process and the petition must be filed by the deadline publicized on the Financial Aid website.
6. A student must have accepted the scholarship and its terms and conditions and be enrolled in a minimum of 12 credits by Census Date to be eligible for disbursement.
7. TITM scholarships will be disbursed at 50% of the annual award each Fall and Spring semester.

8. The award length for a TITM scholarship is eight consecutive Fall and Spring semesters or 120 credits, whichever comes first. The eight semesters will be counted from the student's first Fall or Spring term of attendance regardless of disbursement. All earned college credits, including credits earned through evaluation of prior learning, dual enrollment, or transfer, count toward the 120-credit limit.
9. A student receiving benefits under Fort Lewis College policy 4-13 Tuition Reduction Benefit Program for Spouses and Dependent Children are eligible for a TITM scholarship, but the scholarship will be applied last, after the tuition reduction, up to the cost of in-state tuition.
10. A student receiving full tuition benefits from an external agency is not eligible for a TITM scholarship.
11. A student receiving partial tuition benefits from an external agency is eligible for the TITM scholarship, but the scholarship will be applied last, after the external agency tuition benefits, up to the cost of tuition, unless an agreement between an external agency and Fort Lewis College specifies otherwise.
12. An employee eligible for tuition benefits under 4-6 Staff Study Privileges policy who is also eligible for a TITM scholarship will have their TITM scholarship applied first.

Section II: Eligibility Criteria for Initial Award

1. Transfer Tuition Merit Scholarship
 - a. The minimum eligibility standards are:
 - i. A student must be admitted as a transfer student in Fall or Spring Semester.
2. A student must be pursuing his or her first baccalaureate degree.
3. A student must have a minimum cumulative college grade point average of 3.00 on college-level credits at their prior institution(s).

Section III: Annual Award Amounts

1. Transfer Tuition Merit Scholarship:

| Cumulative transfer GPA | In-state | Out-of-state |
|-------------------------|----------|--------------|
| 3.00-3.49 | \$1,500 | \$2,500 |
| 3.50 and greater | \$2,000 | \$3,000 |

2.

Section IV: Renewal Criteria

1. The following criteria apply to all TITM scholarships:
 - i. A student must have a cumulative grade point average of 2.00 or higher on college-level coursework taken at Fort Lewis College.

Section V: Evaluation of Renewal Criteria

1. A student receiving a TITM scholarship, regardless of whether the initial award was in Fall or Spring Semester, will be evaluated for renewal criteria by the Financial Aid Office after posting of grades by the Registrar for the Spring semester.
2. A student not meeting renewal criteria after Spring semester who is enrolled in Summer courses at Fort Lewis College or has Study Abroad transcripts pending will be evaluated again after the posting of grades by the Registrar for the Summer semester.

Section VI: Scholarship Cancellation

1. A student will have their TITM scholarship cancelled if they:
 - a. Do not meet the renewal criteria set forth in Section IV.
 - b. Does not accept the scholarship through processes established by the Director of Financial Aid by Census Date of the first payment period.
 - c. Does not meet the disbursement criteria set forth in Section I.
 - d. Does not attend continuous Fall and Spring semesters after award of the scholarship.
 - i. A student who is enrolled in but subsequently officially withdraws from a semester will be considered to have failed to attend continuously.
 - ii. Enrollment in a Summer semester cannot substitute for failure to enroll in a Fall and Spring semester for purposes of meeting the continuous enrollment standard.

Section VII: Scholarship Appeals

1. A student whose scholarship has been cancelled after initial award for any of the requirements stated in Sections I, IV or V may appeal for reinstatement to the Scholarship Appeals Committee.
2. To appeal, the student must prepare an appeals package. Required documents are:
 - a. Completed and signed Institutional Scholarship Cancellation & Award Amount Appeal Form.
 - b. Personal Statement.
 - c. Documentation verifying the claims in the personal statement.
 - i. Program and Degree Plan when indicated on the Scholarship Appeal Form.
 - d. A complete appeals package must be received by the Financial Aid Office by the method and deadline published on the Financial Aid website.
3. The Scholarship Appeals Committee may consider academic and disciplinary history and standing in making its decision.
4. The Scholarship Appeals Committee may make the following determinations after review of an appeals package:
 - a. Deferred.
 - b. Denied.
 - c. Denied with invitation to re-appeal after meeting specified conditions.

- d. Approved for immediate reinstatement of full or partial scholarship, with or without conditions.
- e. Approved for disbursement of partial scholarship in a Summer semester with conditions.

Section VIII: Notifications & Reminders

1. Notification of Initial Award:
 - a. The Financial Aid Office will send an official award offer notification by letter.
2. Notification of Changes to Initial Award:
 - a. The Financial Aid Office will notify a student by email to the student's FLC email account of reductions or cancellations after initial award. This notification will direct the student their WebOpus account to view changes to their award. Changes may occur due to, but are not limited to, admission status appeal decision, discovery of undisclosed transcripts, changes in residency status, or funding availability.
3. Notification of Cancellations:
 - a. The Financial Aid Office will notify a student by email to the student's FLC email account after the Spring semester if their scholarship is cancelled due to failure to meet renewal criteria unless a student is enrolled in the summer semester at Fort Lewis College or has Study Abroad transcripts pending, in which case notification will be occur at the end of the summer semester. The notice will include the reason for cancellation and the process to appeal.
 - b. The Financial Aid Office will notify a student by email to the student's FLC email account if a scholarship is being cancelled due to receipt of full tuition benefits from an external agency. The notice will be sent when the Financial Aid Office has become aware of the external resources. These resources could include, but are not limited to, private tuition scholarships or eligibility for the Native American Tuition Waiver.
4. Notification of Appeal Decisions:
 - a. The Scholarship Coordinator for the Financial Aid Office will notify a student by email to the student's FLC email account the decision made on a scholarship appeal.
5. Notification of Changes in Terms and Conditions:
 - a. The Financial Aid Office will notify students of any changes to terms and conditions approved by the President.
6. Reminders
 - a. The Financial Aid Office will send out an email to the FLC email address that informs students of the award length limits. This email will be sent prior to registration each term.
 - b. The Financial Aid Office will send out an email to the FLC email address that reminds students who are not registered full time that they must register by census date, or their scholarship will be cancelled.

Section IX: Reason for Policy

To specify the requirements for award, disbursement, renewal, cancellation, and reinstatement of transfer institutional tuition merit scholarships initially awarded for the 2023-2024 academic year.

Section X: Responsibilities

For following the policy: Students receiving scholarship awards; Director of Financial Aid, Scholarship Appeals Committee

For enforcement of the policy: Vice President for Enrollment Management

For oversight of the policy: President

For notification of policy to campus: Policy Librarian

For notification of policy to students: Director of Financial Aid

For procedures implementing the policy: Controller, Director of Financial Aid, Vice President for Enrollment Management