

# Scholarship Process for Awards to Medical Students



## Elson S. Floyd College of Medicine

WASHINGTON STATE UNIVERSITY

Policy Title: Scholarship Process for Awards to Medical Students

Policy Number: SC.04.01.170620

Applies to: Members of the Scholarship Selection Committee, Applicants and Medical Students

Date: 6/20/2017, Updated 9/17/18

### **1.0 Policy Statement**

It is the policy of the Elson S. Floyd College of Medicine (ESFCOM) that the Scholarship Committee awards ESFCOM scholarships based upon the Scholarship Committee's criteria and procedures for the selection of students for scholarship.

### **2.0 Definitions**

*Scholarship Committee:* A standing committee of the ESFCOM that establishes criteria and procedures for awarding scholarships.

### **3.0 Responsibilities**

Office of Student Affairs - Responsible for applying the scholarship procedures.

Scholarship Committee – Elected by the Faculty Council. Establishes criteria and procedures for awarding scholarships. Approves all scholarship awards.

### **4.0 Procedures**

A FAFSA is required for any accepted applicant in the incoming class to receive a scholarship award offer, and the deadline is January 31. While not required, students may submit a FAFSA by November 30 in subsequent years if their financial situation changes or if they missed the deadline in the prior year. Parental information is not required but encouraged for accepted applicants/students whose parents are expected to provide financial support. Each year, the Scholarship Committee establishes a maximum level of FAFSA Expected Family Contribution (EFC) for accepted applicants in the incoming class to be eligible for a scholarship award offer. Students with EFCs above the maximum are ineligible.

#### **Step 1 – Financial Aid Office Provides Eligible Accepted Applicants**

The Financial Aid Office provides a list of eligible accepted applicants to the Office of Student Affairs based on FAFSA EFC.

#### **Step 2 – Admissions Committee Scoring Data**

The Admissions Committee determines a final score for each interviewed applicant which considers mission fit, personal attributes and life experiences. This score determines acceptance. The scores for accepted applicants are provided to the Office of Student Affairs.

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## **Step 3 – Determine Award Amounts**

The Office of Student Affairs recommends de-identified scholarship award offers to the Scholarship Committee, prioritizing scoring data to available funds.

## **Step 4 – Awarding Scholarships**

The Scholarship Committee approves all scholarship awards. Scholarships are awarded in conformity with federal, state and donor restrictions.

## **Withdraw/Leave of Absence (LOA)**

If a student withdraws or initiates a leave of absence (LOA) during a term, the calculation for any return of that term's scholarship funds follows the requirements for the return of Title IV funds in the Federal Student Aid Handbook. Essentially, up through 60% of the term, a pro rata schedule is used to determine the amount of scholarship funds the student has earned at the time of withdrawal/LOA. Unearned funds must be returned. After the 60% point, a student has earned 100% of the scholarship funds.

## **5.0 Related Policies**

ESFCOM Policy AD.10.04.160506 - Admissions Conflict of Interest Policy

## **6.0 Key Search Words**

Scholarship, Awards, Committee
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## **7.0 Revision History**

Original Approval	Policy Number	Revision Approval Date
9/23/2016	SC.04.01.160923	9/23/2016
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**Responsible Offices:** Office of Student Affairs

**Policy Contact:** Chair, Scholarship Committee

**Supersedes:** None