

TECHNICAL COLLEGE OF THE LOWCOUNTRY
PROCEDURE

PROCEDURE NUMBER: 4-1-406.15

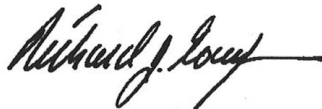
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PROCEDURE TITLE: VETERANS SCHOLARSHIP FUND

BASED ON POLICY:

REVISION NUMBER: 1

OFFICE OF RESPONSIBILITY: MILITARY AFFAIRS



PRESIDENT

21 September 2018
DATE

PURPOSE

The purpose of this procedure is to establish guidelines for administration of the Veterans Scholarship Initiative.

PROCEDURE

SCOPE: The Veterans Scholarship Initiative is available to all active duty service members, veterans and military family members.

DISTRIBUTION:

1. The student will present in writing a request for book assistance and that shall include an explanation for the request along with confirmation that coordination for financial assistance was conducted with Student Services, with Financial Aid specifically, and prior to submitting a request for Veterans scholarship Funding.
2. The Vice President for Academic and Student Affairs and/or the Vice President of Administrative Services shall be the local approving authority.

3. The Director of Veteran Services will review the request for accuracy, ensure funds are available and forward the request to the Controller via email or inter-office mail.
4. When determining the distribution amount, the financial aid disbursement is to be reviewed. If financial aid is available, it will be applied first and prior to a book scholarship being awarded. The difference between financial aid and the request will be covered by the Military Affairs Veteran Book Scholarship line item.
5. The Controller will confirm the funds are available and transfer requested funds to the student's account.
6. Once funds are available the Controller will confirm by email to the Director of Veteran Services, who shall acknowledge receipt.
7. Notification of the award amount shall be reported by the Controller to the Financial Aid Office.
8. At the conclusion of the semester, the student will return the books, if applicable, to the Veterans Resource Center to be used as part of the lending library located in the VRC. Accountability and re-distribution of lending library items is the responsibility of the VRC.

FUNDING:

1. Funding for the Veteran Book Scholarship shall be a line item in the Military Affairs Budget established by the Vice President for Academic and Student Affairs and/or the Vice President of Administrative Services.
2. Scholarship funding will be determined annually based on funding levels and prioritized accordingly.
3. Unused scholarship funding can be carried over to the following fiscal year and same line item.

TUITION ASSISTANCE BOOKS AND FEES:

1. As an incentive for active duty students to pursue higher education with the Technical College of the Lowcountry, all fees not covered by tuition assistance will be paid through the Military Affairs Financial Aid line item.
2. In addition to fees, active duty military students utilizing tuition assistance will also be provided a \$125 book scholarship for each three-credit course.
3. Book scholarships for active duty students require the student's name (and student ID#) to be provided by the Director of Veteran Resource Center to the Controller in order to effect a financial credit for use in the Bookstore.
4. At the end of the semester, the FA line item will be charged for the collective total of the book scholarships.