

Policies for Selecting Scholarship Recipients

Updated March, 2021

This document provides an overview of the policies and procedures we use at Clarion University to administer our institutional and Clarion University Foundation, Inc. scholarships.

General Policy

The institution uses a variety of methods to award and renew scholarships. In some cases we award scholarships automatically, on a rolling basis, to all eligible students. In other cases students must apply for the scholarship and a committee reviews the applications and awards the scholarships. We do not use blind evaluations for our scholarship review. The Scholarship Committee, who oversees the scholarship process, is comprised of the Director of Undergraduate Admissions and the Assistant Director of Scholarships and Student Employment.

Timeline

We award our institutional merit scholarships to all eligible students, based on their GPA and class rank and standardized SAT and/or ACT test scores (if available). Scholarship review typically begins in early fall.

Beginning fall 2020, we started reviewing applicants under a test-optional policy. Students are reviewed for merit scholarships up to the point of school starting (**based upon available funds**). Our **Priority Scholarship Deadline is March 1st**. Clarion University Foundation, Inc. scholarships are awarded mostly in the spring preceding the academic year. Those that require an application are awarded in April or May for the following academic year. Students may make application between November 1 of the current academic year and the first Friday in March, for most applications.

Important Notices:

- Refund Information: Students receiving scholarships from Clarion University are subject to the same refund policy and schedule as outlined by the university Student Financial Services Office. The policy can be found at <https://www.clarion.edu/tuition-and-financial-aid/billing-and-payments/refunds.html>.
 - Students who are considering withdrawing or reducing their credit hour load should contact the Student Financial Services Office first to determine the impact on their financial aid awards.
- Please note that the university is required to monitor and adjust students' financial aid awards (including scholarships) to eliminate over awards and/or overpayments if the sum of all institutional aid received exceeds the cost of attendance (i.e. tuition, fees, room, board and book costs).

Athletic Scholarships — The athletic director, in consultation with head coaches, has a budget to award institutional athletic scholarships. The athletic director awards those, along with endowed athletic scholarships after students have signed letters of intent and completed NCAA Clearinghouse verification.

Scholarship Renewals — Scholarships are awarded for a full academic year. The Scholarship Committee will review the GPA and credits of all students who were awarded academic merit scholarships to determine if they met requirements for renewal for the next academic year.

- **Merit Scholarships:** Students must maintain a 2.5 GPA and a minimum of 24 credits during the academic year. Students must have a minimum of 6 credits in the spring term in order for their scholarship to be renewed. **Students must file a FAFSA** form each year that they have a scholarship. Merit scholarships are available to students for a maximum of 8 semesters.
- **Endowed Scholarships:** During the point of application and/or receiving the award, the student is notified what renewal criteria must be kept if the endowed scholarship is a renewable scholarship. Students must maintain the GPA, credits, financial criteria, and **file a FAFSA form** each year in order for the scholarship to be renewed for the following semester.

Clarion University Foundation, Inc. Scholarships

Applications - Our online applications open on November 1 of the year preceding the scholarship year as the Scholarship Committee starts transitioning the system into the next academic year cycle. The online application opens on January 1st for students to start applying for scholarships. We use an online scholarship software. We chose a process where students must fill out and submit a main application. Based on answers to the main application, they will receive sub-applications for scholarships for which they may be eligible. Some scholarships require letters of recommendation. When students are applying for these scholarships, they submit the name and email address of recommenders. An email is sent to the recommender and their recommendation, when submitted, goes directly to the student's application for committee review.

Committees — Committees are selected by the academic or student affairs departments charged with determining the best candidates for the scholarship. They are given access to the committees they are members of by the Scholarship Committee on Scholarship Manager. They access the committee via the Scholarship page using their regular username and password. They can review all application materials (application, letters of recommendation and essays online.