

Southwest Georgia Technical College, Foundation Inc.
Scholarship Policies and Procedures
Albert and Esther Thomson Scholarship

Purpose:

To assist enrolled students, who have completed a minimum of 50% of their selected program of study with tuition, books, fees, and required education related expenses such as uniforms, tools, or health examinations.

Procedure for Application:

Applicants must be currently enrolled and entering the second half of their program of study at Southwest Georgia Technical College ("SWGTC").

Applicants must complete a SWGTC Scholarship Application form (Attachment A).

Applicants must compose an essay titled, "*Why I selected Career Title as a career.*" (Maximum 250 words)

Applicants must obtain at least one letter of recommendation from a fulltime member of the SWGTC Faculty. The letter should communicate the faculty member's observations of the student's potential to become a skilled employee in the field of study that the student is pursuing.

Applicants must have a minimum GPA of 3.0 and must submit a copy of their most recent transcript with their application, essay and letter(s) of recommendation.

Review and Award Process:

The Executive Director of the Southwest Georgia Technical College Foundation has established a committee to review the Albert and Esther Thomson Scholarship applications. Members of the committee include the Director of Financial Aid, the Retention Coordinator, and the College Counselor.

The Albert and Esther Thomson Scholarship recipient will be selected by utilizing the attached evaluation document.

Committee members will independently score each application submitted. Esther Thomson will assist with the selection of the scholarship recipient(s) by utilizing the attached evaluation document and will submit her recommendation to Edward Jones Trust Company. In the event of a tie, the committee members will request that the SWGTC Registrar calculate the applicants' cumulative GPA. This information shall be forwarded to Esther Thomson for her review for a final decision on which applicant will be awarded the scholarship. In addition to advising Edward Jones Trust Company of the scholarship recipient(s), Esther Thomson will provide recommendations as to the amount of the award(s).

Based upon the recommendations of Esther Thomson, Edward Jones Trust Company, as corporate Co-Trustee of the Albert and Esther Thomson Scholarship Trust, will then distribute scholarship award funds directly to the Office of Administrative Services at SWGTC. Award recipients will be notified of their award amount and the Office of Financial Aid will then apply the appropriate funds to the scholarship recipients' respective accounts.

Under no circumstances will Esther Thomson be permitted to award scholarship monies to individuals to whom she or Albert Thomson are directly related. In the event such a relative does apply for a scholarship award from the Albert and Esther Thomson Scholarship Trust, such application will be reviewed independently by the scholarship committee, and their recommendation will be submitted to Edward Jones Trust Company whose decision as to the award recipient(s) and amount, if any, will be final and binding.

In the event that a direct relative or a family member of an individual serving on the SWGTC Scholarship Review Committee applies for a scholarship award from the Albert and Esther Thomson Scholarship Trust, such member of the SWGTC Scholarship Review Committee shall disclose their relationship to the other Committee members and to Esther Thomson and Edward Jones Trust Company. The remaining members of the SWGTC Scholarship Review Committee will conduct the review and recommendation of such applicant and said member of the SWGTC Scholarship Review Committee shall not participate in the review and recommendation of the applicant to whom they are related.

Scholarship awards shall be made at least annually, however the Co-Trustees in their sole discretion reserve the right to make distributions more frequently and at intervals of their choosing. All scholarship recipients may re-apply for future scholarship consideration upon the expiration of their award.

Annual award amounts (monetary and number of awards) may vary in the discretion of the Co-Trustees; however at a minimum approximately five percent (5%) of the value of the Scholarship Foundation as valued on the first business day of each year will be distributed during such year. The value of the individual awards may vary in the discretion of the Trustees.

NOTE: The primary intent of the scholarship program of the SWGTC Foundation is to assist students with tuition, fees, and book expenses through need-based and merit-based scholarships. For this reason, all scholarship applicants are required to apply for financial aid. Financial aid awards will be considered in the scholarship awards process.

Southwest Georgia Technical College Foundation funded scholarships are to be used at Southwest Georgia Technical College only (Thomas County, Grady County, Mitchell

County, and the Valdosta Technical College A.D.N. program) and are not transferrable to other institutions.

Southwest Georgia Technical College Foundation scholarships are intended for approved educational related expenses only, as set forth in the scholarship policies. Any fraudulent use of scholarship funds or misrepresentation of expense to gain reimbursement will result in termination of scholarship funding and ineligibility to apply for future Southwest Georgia Technical College Foundation scholarship funding opportunity.

Approved: May 1, 2006

Revised: Oct. 8, 2008; 07/09; 11/09

Albert and Esther Thomson Scholarship Evaluation

1. Academic Achievement

Grade Point Average

| | | |
|----------|----------|----------|
| (90-100) | 4.0 | = 5 pts. |
| (85-89) | 3.5-3.99 | = 4 pts. |
| (80-84) | 3.0-3.49 | = 3 pts. |
| (74-79) | 2.5-2.99 | = 2 pts. |
| (70-73) | 2.0-2.49 | = 1 pts. |

2. Essay

| | |
|---------------------------------|--------------|
| Followed criteria | = 1 - 5 pts. |
| Grammatically correct | = 1 - 5 pts. |
| Defined characteristics | = 1 - 5 pts. |
| Illustrated personal commitment | = 1 - 5 pts. |
| Compelling case | = 1 - 5 pts. |

3. Faculty Evaluation

| | |
|-------------------------------|--------------|
| Supports student as recipient | = 1 - 5 pts. |
| Specific observations | = 1 - 5 pts. |
| Commonalities with essay | = 1 - 5 pts. |