

# **Southwest Georgia Technical College, Foundation Inc.**

## **Scholarship Policies and Procedures**

### **Jump Start Business and Computer Technology Recruitment Scholarship**

#### **PURPOSE**

This scholarship was developed by the SWGTC Foundation to attract more students to the Business and Computer Technology programs at SWGTC. Four \$500 scholarships will be awarded annually to deserving students who desire a career in a business or computer technology field and who are committed to attending SWGTC.

#### **PROCEDURES**

SWGTC Foundation Scholarship Applications (Attachment A) will be distributed to high school students through the Guidance Offices of each school in the College's service area. Additional scholarship applications will be available in the Office of Financial Aid at SWGTC and in the Office of Institutional Advancement.

Four \$500 scholarships (1 per quarter) will be awarded to individuals who desire a business and computer technology career. Individuals will be recruited from the following areas:

- High school seniors or recent high school graduates with an interest in attending SWGTC;
- Individuals desiring entry into the business and computer technology field through SWGTC's programs of study.
- Individuals completing their GED through SWGTC's Adult Education program.

The Jump Start Business and Computer Technology Recruitment Scholarship Applicants must meet the criteria established in the SWGTC policies:

- Applicant must begin the admissions process at the time of scholarship application, and be formally accepted to SWGTC before scholarship is awarded.
- Scholarship recipients must enroll in SWGTC within three months of award notification.
- Applicants must be a high school graduate or equivalent.
- Applicant must submit proof of admission test scores that indicate the applicant is program-ready for the program of their choosing. Equivalent SAT test scores will also be acceptable.
- Applicants must submit an essay entitled, "Why I Want to be A (Career of Choice)."
- A letter of recommendation from a former educator, employer or clergy member must also be submitted for review. This letter should outline the applicant's dependability, determination, character and desire to pursue their desired career. Letters of recommendation must be on letterhead with a current date and an original signature.
- Applicant must not be currently enrolled in a Business & Computer Technology program of study.

#### **SELECTION PROCESS**

The Executive Director of the Southwest Georgia Technical College Foundation has established a committee to review scholarship applications for the Jump Start scholarship program.

Members of the committee include: Director of Admissions, Dean of Instruction, and one instructor from each program area (Allied Health, Technical and Industrial, Professional Services, and Business and Computer Technology). Each member shall serve on the committee until notified otherwise.

The Committee will review completed applications and conduct scholarship interviews with candidates before making final recommendations for awards to the Executive Director. Scholarship interviews will only be conducted if the number of scholarship applicants exceeds the number of available scholarships.

The Executive Director will correspond with all applicants as to the results of the selection process.

## **SCHOLARSHIP AWARD**

A letter from the Executive Director specifying the amount of the award and the timeline for enrolling will be presented to the recipient through regular mail or during high school honors day programs or graduation programs (if appropriate).

Scholarship funds can be used for core classes.

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.

Scholarship accounts that remain inactive for one year will be adjusted and unused funds will be transferred back to the SWGTC Foundation. Exceptions to this policy will be in cases where the length of time the scholarship can remain in the student's account before usage are outlined in the individual scholarship policy (such as the High School Scholarship and other recruitment-based scholarships).

**Approved: July 7, 2008**

**Revised: August 2008; October 2008; May 2009; 07/09; 11/09; 7/10**

**Jump Start Business and Computer Technology Recruitment  
Scholarship  
Evaluation Criteria**

**Academic Achievement**

**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.

**Letter of Recommendation**

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

**Scholarship Interview**

Uses correct grammar	= 1 - 5 pts.
Communicates desire to become a nurse	= 1 - 5 pts.
Dresses appropriately for interview	= 1 - 5 pts.
Answers questions effectively	= 1 - 5 pts.