

Southwest Georgia Technical College, Foundation Inc.
Scholarship Policies and Procedures
Scholar Enabling (Emergency Assistance)

PURPOSE

The Southwest Georgia Technical College Foundation Board of Trustees awards scholarships (based on need) to help students currently enrolled overcome special barriers to the successful attainment of a degree, diploma, or certificate. Awards may be made to assist with transportation, childcare, books, tools, uniforms, subsistence, and other related educational and living expenses.

This scholarship is not intended to assist with tuition and fees. Students who desire assistance with tuition expenses are encouraged to apply for other Foundation scholarships that are offered at the beginning of each quarter.

PROCEDURES

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

Applicants must also complete a SWGTC Scholarship Information Sheet (Attachment B).

Applicants must submit documentation of need (i.e. rent receipts, utility invoices, installment receipts, etc.)

Applicants must submit a detailed memo explaining the circumstances of need.

Applicants must obtain a letter of recommendation from an instructor or program director. The letters must state the reasons why aid should be granted and results if not granted. The letter should also indicate whether the student is in good standing with the College both academically and otherwise.

The Director of Financial Aid will assure that the applicant has applied for relevant federal and state financial aid.

Applicants may receive emergency assistance funds only once while enrolled at Southwest Georgia Technical College

Applicants must have an academic history with Southwest Georgia Technical College, and must have completed a minimum of 50% of their program with at least 12 credit hours of study occurring while a student at Southwest Georgia Technical College.

Scholar enabling applications are only available between the first and ninth weeks of each quarter. The scholarship is not available to students between quarters as applicants must be currently enrolled at SWGTC in order to be considered.

REVIEW PROCESS

The Executive Director of the Southwest Georgia Technical College Foundation has established a committee to review scholar enabling applications. Members of the committee include: Director of Financial Aid (shall serve as chairman), Marketing Specialist and the Retention Coordinator. Each member shall serve on the committee until notified otherwise.

The Committee will review applications for assistance and make recommendations to the Executive Director.

The Executive Director will submit an expenditure request to the Foundation Treasurer for payment.

A minimum of 48 hours will be needed for official response and/or payment to the student in need depending on the availability of staff/trustees needed for approval and processing.

Incomplete applications will not be considered. It is the responsibility of the applicant to ensure that all necessary paperwork, including faculty recommendation letters, are obtained and submitted with application materials.

Revised: Oct. 8, 2008; July 6, 2009