

**Approved By:** President

**Date Approved:** October 23, 2017

- 1. Summary:** This policy establishes requirements and criteria for the disbursement of institutional aid to students of the College.
- 2. Rationale:** This policy is necessary to ensure the fair and equitable disbursement of institutional aid to students.
- 3. Entities Affected:** students
- 4. Definitions:** Not applicable.
- 5. Policy:** The following policy assists the Financial Aid Office in administering Criswell scholarships in a fair and equitable manner to all college students. All Criswell scholarships require continuous enrollment at the College. The criteria for credit completion, GPA, and award amounts of each scholarship are detailed in the scholarship award message. Criteria and award amounts for Criswell scholarships are subject to change each academic year. Criswell scholarships may only be used as tuition assistance and are applied directly to the student's account for the current term. Criswell scholarships are non-transferable.

### **Eligibility**

To be eligible to receive institutional aid, students must:

- Be fully admitted to Criswell College in an undergraduate or graduate degree program;
- Maintain full-time status the entire semester, unless otherwise noted in the scholarship and grant description;
- Maintain a cumulative GPA at or above 2.5 for undergraduates and 3.0 for graduates, unless otherwise stated as higher in the minimum requirements of each scholarship;
- Maintain good standing regarding chapel, Applied Ministry Project (AMP), academic, and/or disciplinary requirements;
- Maintain good standing financially with the College; and
- Submit all components of the Financial Aid Application by the appropriate deadline.

### **Free Application for Federal Student Aid (FAFSA)**

Students who wish to be considered for a Criswell scholarship, and who qualify for federal aid, are required to complete a FAFSA. The FAFSA is required for all need-based scholarship programs, and unless specified differently by the donor, "need" is determined by the Expected Family Contribution (EFC) input requested. The FAFSA is not required for those students who do not qualify for federal aid, such as International Students. Students who qualify for federal aid, but do not complete the FAFSA are not guaranteed receipt of merit-based scholarships. Students who do not complete the FAFSA and are experiencing extenuating circumstances may submit a formal appeal to the Scholarship Committee in order to be considered for merit-based scholarships.

The appeal should clearly document the circumstances impacting the student and outline the requested outcome. Faculty advisors and other “witnesses” may submit information to be considered by the committee. Upon review of a case, the committee will vote. The final outcome of an appeal may never over-extend budgeted funds for a specific scholarship for a specific student.

### **Purpose of Scholarships**

Scholarships at Criswell College serve the purpose of providing financial support to students who have shown meritorious conduct and are reserved for students with special qualifications. Scholarships are intended to promote the recruitment and retention of high-achieving and talented students.

In keeping with the purpose of scholarships at Criswell College, the committee is to act within the intent of any and all given awards and in accordance with the criteria and wishes of donors when awarding scholarships. Prior to awarding scholarships, the committee must meet annually to review the fiscal year budget.

### **Scholarship Criteria**

Most Criswell College scholarships have criteria the recipient must meet in order to receive the scholarship. To find these criteria, the student will need to review the application or the scholarship home page. The award message will provide the pertinent information for the scholarship. Students should read this message carefully and be aware of the requirements to maintain the scholarship.

**Criswell College scholarships require continuous enrollment at Criswell College. Criteria and award amounts for Criswell College scholarships are subject to change each academic year.**

### **President’s Scholarship**

- Must have completed at least one semester as a Criswell College student
- Must have a cumulative GPA of 3.5 or above for undergraduate/3.7 or above for graduate
- Must be enrolled full-time
- Up to \$500 per semester

### **Provost’s Scholarship**

- Must have completed at least one semester as a Criswell College student
- Must have a CGPA at Criswell College of 3.0 or above for undergraduate/3.3 or above for graduate
- Must be enrolled full-time
- Up to \$300 per semester

### **Christian Experience Scholarship**

- Must serve in a leadership capacity at a church (i.e. Sunday school teacher, small group leader, etc.)
- Must attach a letter of confirmation from supervisor signed and on letterhead or w/an email address that identifies the user with the church/organization
- Must be enrolled full-time
- Up to \$300 per semester

### **H. Leroy Metts Alumni Scholarship**

- Must be an alumnus or **immediate family** member of an alumnus (must name the alumnus and relationship on the application). The alumnus may not have an outstanding balance on his/her student account.
- May be an enrolled full-time or part-time student. Amounts vary depending on number of enrolled credit hours
- Up to \$200 per course
- If a student completes his or her degree program during the fall term, the student is eligible to receive the Alumni award, even if the graduation ceremony is not conferred until May.

#### **W. A. Criswell Scholarship**

- A need-based scholarship reserved for those who demonstrate a strong financial need
- May be enrolled full-time or part-time student
- Up to \$200 per course or \$800 total

#### **Criswell Women's Club Scholarship**

- A need-based scholarship for a degree seeking student (male or female)
- Must be able to speak publically and help with CWC functions throughout the academic year
- Must be enrolled full-time or part-time
- Must attend a minimum of two CWC meetings
- All scholarship recipients must bring a thank you note for the donors to the Financial Aid Office no later than 2 weeks after receiving aid and meet other expectations outlined by the donors
- Amount to be determined based on available funding

#### **Hallman Scholarship for Widows**

- A need-based scholarship for widows making satisfactory progress toward a degree
- Must have a CGPA of 3.2 or higher
- Must be enrolled at least part-time
- Amount to be determined based on available funding

#### **Betty Criswell Scholarship**

- Must be a female student preparing to teach for church educational work, or for other areas of service
- Must include a short essay describing current service, ministerial goals, and the steps being taken to achieve those goals
- Must be enrolled at least part-time
- Amount to be determined based on available funding

#### **Missionary Dependent Grant**

- Must be legal dependent of full-time active missionaries
- Must attach a brief letter of confirmation from the mission organization
- Must be enrolled full-time
- Up to \$500 per semester

#### **Homeschool Scholarship**

- Must be first-year freshman homeschool graduate

- Must be enrolled full-time
- Up to \$500 per semester

### **Church Matching Grant**

- Must be enrolled at least part-time
- Student's church must agree to match the grant and complete a Church Matching Grant Agreement
- A check from the church and the Church Matching Grant Agreement must be turned in by the appropriate deadline: July 15 for Fall semester and December 15 for Spring semester

#### **Undergraduate**

Up to \$200 for 3 credit hours  
 Up to \$400 for 6 credit hours  
 Up to \$600 for 9 credit hours  
 Up to \$700 for full-time

#### **Graduate**

Up to \$250 for 3 credit hours  
 Up to \$600 for 6 credit hours  
 Up to \$850 for full-time

### **Timothy Project Scholarship**

- Must maintain a CGPA of 2.75 or above for undergraduate and 3.0 or above for graduate.
- Must be enrolled full-time
- Must provide a letter of confirmation from supervisor signed and on letterhead or w/ an email address that identifies the user with the church.
- Must be involved in either a paid or unpaid church ministry position.
- Must submit TIMP Application, TIMP Church Match Form and TIMP Statement of Beliefs Agreement.
- Must maintain all requirements of TIMP agreement
- Must fulfill all financial and student responsibilities as stipulated in the catalog.
- Must maintain a Christian testimony
- Must meet with the donor or their representative on an annual basis
- Must meet all college deadlines as outlined in the Course catalog and Student Handbook.
- Award amount up to the following: 75% of the following:
  - Tuition and fees (for courses within the declared program)
  - Student Sponsored Housing
  - Mission practicum or study abroad travel

### **Scholarship Conditions**

All scholarship awards are subject to the following conditions:

1. The Scholarship Committee reserves the right to cancel awards due to changes in satisfactory academic progress, academic standing, or program enrollment status. All scholarship students must be in good standing with the College's academic policies.
2. All awards are tentative and subject to receipt of funds by the College and final verification of academic records and acceptance to the College.
3. Some awards require full-time enrollment (minimum 12 hours for undergraduate and 9 hours for graduate students per term). Specifications are provided for each award.
4. Students receiving scholarship awards who withdraw from the college must notify the Financial Aid Office. Withdrawals count as a semester of eligibility.

5. Unless otherwise noted, scholarship awards are disbursed each semester and applied to students' Criswell College accounts.
6. Students will only be awarded up to 100% of institutional charges if student is only receiving institutional aid.
7. All scholarship recipients are encouraged to send a thank you note to donors and meet other expectations outlined by donors.

### **Outside Scholarships**

If a student is receiving a scholarship from any source other than Criswell College, it must be processed through the Financial Aid Office at 4010 Gaston Avenue, Dallas, Texas 75246.

Scholarship administrators should provide guidelines on the administration of the scholarship funds. The Financial Aid Office will ensure these guidelines are met. Once funds are received, they will be processed and placed on the student's account in a timely manner. Please allow up to 14 business days for the funds to disburse to the student's account.

### **Cost of Attendance**

Criswell College policy does not permit a student to receive institutional funds in conjunction with other outside funds in excess of the student's Cost of Attendance (COA).

Criswell College scholarship recipients may not exceed a student's Cost of Attendance in institutional funds. The combination of scholarships, federal aid, and outside assistance may not exceed the COA. If a combination of all sources of aid exceed the student's COA, Criswell College will reduce aid to keep the student within his or her COA. Reductions in federal loans will occur first, followed by reductions in institutional aid. Pell Grant awards are not adjusted under any circumstances.

The COA is an estimated calculation of a student's tuition and fees, books and supplies, room and board, transportation, and miscellaneous/personal expenses for the period of enrollment. The College reviews and updates the COA each academic year. Some scholarship programs specify "direct cost only"; these awards will not generate a refund. Other scholarship programs assist with indirect components (costs other than tuition and fees) of the COA. These programs can generate a refund depending on the scholarship amount.

### **Appeals**

Scholarship recipients must maintain the required cumulative GPA. Grades are reviewed at the completion of each term. Unless specified otherwise by the donor, scholarship recipients who fall below a CGPA of 2.5 for undergraduate and 3.0 for graduates are automatically placed on Warning Status for Institutional Aid. Students placed on Warning Status have one term to restore their CGPA to meet scholarship requirements. If they are unable to restore their satisfactory academic progress, they will be placed on institutional aid suspension.

This decision may be appealed directly through the Financial Aid Office. Forms are available online via the Criswell College website or in the Financial Aid Office. All appeal decisions are final and not subject to additional appeal. Most successful appeals document extenuating circumstances beyond a student's control, which significantly influence the student's academic record. Appeals are reviewed by the Financial Aid Director. The Financial Aid Director reviews each appeal to determine if extenuating circumstances prevented the student from meeting scholarship standards. The Financial Aid Director is aware of the rigors of college studies and

strives to review each appeal objectively. Not all appeals are approved, and submitting a completed appeal packet does not guarantee approval. Forms must be completed and submitted to the Financial Aid Office by the following deadlines.

### **Appeal Deadlines**

- Fall term: September 15<sup>th</sup>
- Spring term: February 15<sup>th</sup>
- Summer terms: June 15<sup>th</sup>

### **Deferring Scholarships**

In some circumstances, the College will defer a student's scholarship(s) if a student's attendance at the College is interrupted for medical reasons, military deployment, church service, or other selected reasons, provided that a student meets certain criteria.

For a student's scholarship(s) to be deferred, the student must attend at least one semester full-time prior to his/her departure and meet the criteria for renewal of his/her scholarship(s) during the semester(s) he/she attends prior to leaving.

To request a deferral, a student should submit a letter to the FINANCIAL AID OFFICE prior to leaving the College, requesting the scholarship be held for a specified period of time. The letter must include the student's anticipated last date of attendance, the anticipated return date, and the reason for the deferment request. The student must submit supporting documentation. The FINANCIAL AID OFFICE will submit the request to the Director of Financial Aid for approval or denial. The Director can make the decision that scholarship(s) be held for up to two academic years, and approval is dependent on the availability of remaining scholarship funds. Enrollment at another College or University during the deferment period will result in an automatic cancellation of the scholarship.

### **Eligibility for Repeated Courses**

For a repeated course to count toward a student's financial aid enrollment status for institutional aid purposes, the student may only repeat a previously passed course once (a total of two attempts).

1. A student may receive institutional aid when repeating a course for the first time.
2. Satisfactory Academic Progress Policy still applies.
3. A student may receive aid to repeat a previously passed course one additional time. If a student fails the second attempt, no more institutional aid will be given to repeat the course. If the second attempt is a withdrawal, then it is allowable for a third attempt.
4. Once a student has completed any course twice with a grade, he or she is no longer eligible to receive institutional aid for that course. If a student retakes a course that is not eligible for institutional aid, the credit hours for that course will be excluded from the financial aid enrollment for that semester.

**Students receiving institutional aid who withdraw or stop attending will, in most cases, lose future eligibility for future institutional funds. The Return of Title IV policy might come into effect if students receive federal aid and institutional aid. Please see the Return to Title IV policy for additional information.**

Before withdrawing or stopping attendance in courses, a student should be aware of the proper procedure for withdrawing from courses and the consequences of withdrawal (official or unofficial). Any questions on Return to Title IV Funds may be addressed to the Director of Financial Aid.

**Dropping or withdrawing from a course(s) after a term's drop/add period**

Students should contact the Criswell College Financial Aid Office regarding its policy on withdrawal and how that policy may affect the scholarship.

**Complete Withdrawal Effect on Scholarships**

If a student completely withdraws from Criswell College prior to the start date of a term, all Criswell College scholarships will be canceled from the student's account. If the student received a scholarship from an outside entity, the Financial Aid Office will notify the outside entity that the student has withdrawn from the College. If the outside entity would like to have their scholarship money back, it will need to work directly with the student in that process **(See Criswell Refund Policy)**.

If a student completely withdraws from Criswell College after the start of a term, the student may still receive his or her scholarship(s) to help cover any of the charges incurred for their time at Criswell. If the student's fees are refunded or waived through a fee appeal, the scholarship will be canceled and the student will not be allowed a refund from the scholarship funds. If this results in a balance owed to Criswell, the student will be required to pay that money back to the College. Scholarship funds paid to an account are considered payment for a term of eligibility. Depending on the award, withdrawal may negate a student's eligibility for renewal of a scholarship.

**Disclaimer**

The fees, procedures, and policies listed above supersede those published previously and are subject to change at any time when required by changes in federal regulations. This policy reflects the College's good faith effort to interpret federal regulations that have a bearing on such matters.

**6. Procedure:**

- a. Implementation:** The Financial Aid Director is responsible for maintaining and implementing procedures necessary for compliance with this policy.
- b. Responsibility for Compliance:** Vice President of Enrollment Services
- c. Notification:** This policy will be posted on the college's website and network drive and will be published in its entirety or in summary in the college's Catalog.
- d. Policy Review:** This policy will be regularly reviewed according to the college's policy review procedure.

For the Office of Institutional Effectiveness and Research only:

Policy version: 2.0	Policy number: 2.035
Related policies: Financial Aid Satisfactory Academic Progress, Financial Aid Verification, Return to Title IV	

**Policy History**

Version 1.0	Not Available
Version 2.0	October 23, 2017