

Approved By: President

Date Approved: November 8, 2023

Effective Date: June 28, 2023

- 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 minimum cumulative GPA for each program as listed in the chart below:
 - 2.0 or higher for A.A. and B.A. students
 - 2.75 or higher for B.S. students
 - 2.5 or higher for M.A.C.L., M.A.C.S., and M.Div. students
 - 2.75 or higher for M.A.C. or M.A.T.B.S. students
- Maintain good standing regarding chapel, Applied Ministry Project (AMP), academic, and/or disciplinary requirements;
- Meet all student responsibilities and conduct rules as outlined in the *Student Handbook* and the *Academic Catalog*;
- 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 Student Aid Index (SAI) input requested. The FAFSA is not required for 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 making awards. Prior to awarding scholarships, the committee meets 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 provides pertinent information for the scholarship. Students should read this message carefully and be aware of the requirements to maintain the scholarship. General scholarships have a common minimum cumulative GPA based upon the program a student is enrolled in as listed in the eligibility section. Some merit-based or service-based scholarships have specific minimum cumulative GPA requirements that are listed on the scholarship application or in the scholarship list below.

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

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 full time or part time
- Amount to be determined based on available funding

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 on church letterhead confirming active involvement in church ministry or leadership from a designated church official.
- Must be enrolled full time
- Up to \$500 per semester

- Timothy Project Scholarship recipients are not eligible to apply

Church Matching Grant

- Must be enrolled full time or 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 \$400 for 3 credit hours
 Up to \$600 for 6 credit hours
 Up to \$800 for 9 credit hours
 Up to \$1,000 for full-time enrollment

Graduate

Up to \$450 for 3 credit hours
 Up to \$800 for 6 credit hours
 Up to \$1,000 for full-time enrollment

Criswell Sibling Grant

- Must have a sibling currently enrolled at Criswell College
- Must be enrolled full time
- Up to \$500 per semester

Criswell Women’s Club Scholarship

- A need-based scholarship for a degree seeking student (male or female)
- Student must be able to share brief testimony at a CWC luncheon
- Must be enrolled full time or part time
- 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
- \$500 per semester

H. Leroy Metts Alumni Scholarship

- Must be an alumni or **immediate family** member of an alumni (must supply the name of the alumni and relationship to the Financial Aid department). The alumni may not have an outstanding balance on his/her student account.
- Must be enrolled full time or part time
- Up to \$200 per class (\$800 maximum for undergraduates, \$600 maximum for graduates)

Undergraduate

\$200 for 3 credit hours
 \$400 for 6 credit hours
 \$600 for 9 credit hours
 \$800 for full time

Graduate

\$200 for 3 credit hours
 \$400 for 6 credit hours
 \$600 for full time

- Criswell College graduates receive \$400 per class up to \$1,200 (must have completed a bachelor’s degree at Criswell College to receive the increased award)
- Available immediately upon degree completion even if degree is not conferred until a later date.

Criswell Alumni

\$400 for 3 credit hours
 \$800 for 6 credit hours
 \$1,200 for full time

Homeschool Scholarship

- Must be first-year freshman homeschool graduate
- Must be enrolled full time
- Up to \$500 per semester

Marshall Scholarship

- The recipient must have a stated purpose and goal of becoming a preacher of the Christian Gospel
- Must be enrolled as a full-time student at the undergraduate or graduate level
- Must have completed at least one semester of study at Criswell College
- Must maintain a CGPA of 3.0
- Must have demonstrated a need for financial assistance
- Must possess an exceptional commitment to the preaching ministry
- Up to \$6,000 per academic year

Ministry Dependent Students

- Must be a legal dependent of any full-time church staff member
- Must attach a ministry confirmation letter from a designated church official on church letterhead
- Must be enrolled full time
- Up to \$500 per semester

Missionary Dependent Grant

- Must be a legal dependent of active, full-time missionaries
- Must attach a letter confirming active missionary status from the mission organization on letterhead
- Must be enrolled full time
- Up to \$500 per semester

President's Scholarship

- Must have a cumulative GPA at Criswell College, previous college, or previous high school of 3.5 or above for undergraduate/3.7 or above for graduate. Eligibility based on cumulative GPA of highest level of education achieved.
- Must be enrolled full time
- Up to \$500 per semester

Provost's Scholarship

- Must have a cumulative GPA at Criswell College, previous college, or previous high school of 3.0 or above for undergraduate/ 3.3 or above for graduate. Eligibility based on cumulative GPA of highest level of education achieved.
- Must be enrolled full time
- Up to \$300 per semester

Southern Baptists of Texas Convention Scholarship

- Student must apply via the STBC website at: <http://sbtexas.com/scholarships/>
- Must be a member of an SBTC church
- Must attach reference letter from pastor and another individual (family or friend)

- Must be enrolled full time or part time
- Up to \$200 per class

Timothy Project Scholarship

- Must maintain a CGPA of 2.75 or above
- Must be enrolled as a full-time undergraduate student
- Must provide a ministry confirmation letter from designated church official signed and on letterhead or w/ an email address that identifies the user with the church
- Must meet monthly with a mentor
- Must be involved in either a paid or unpaid church ministry position
- Must submit TIMP Application 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 75% of the following:
 - Tuition and fees (for courses within the declared program)
 - Student Sponsored Housing
 - Mission practicum or study abroad travel

Vann Scholarship

- Must be a foreign student from Africa or the Middle East
- Must be a full-time student
- Award amount dependent on funds available

W.A. Criswell Scholarship

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

Scholarship Conditions

All scholarship awards are subject to the following conditions:

- 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 *Student Handbook* and *Academic Catalog*.
- All awards are tentative and subject to receipt of funds by the College and final verification of academic records and acceptance to the College.
- 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.
- Students receiving scholarship awards who withdraw from the College must notify the Financial Aid Office. Withdrawals count as a semester of eligibility.
- Unless otherwise noted, scholarship awards are disbursed each semester and applied to students' Criswell College accounts.

- Students will only be awarded up to 100% of institutional charges if student is only receiving institutional aid.
- 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 75246-1537.

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 be disbursed 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 exceeds 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 for their program for all general scholarship funds. Grades are reviewed at the completion of each term. Unless specified otherwise by the donor, scholarship recipients must meet the CGPA requirements listed below according to their program.

2.0 or higher for A.A. and B.A students
2.75 or higher for B.S. students
2.5 or higher for M.A.C.L., M.A.C.S., and M.Div. students
2.75 or higher for M.A.C. or M.A.T.B.S. students

It is important to note that some Scholarships that have a merit component will have a higher CGPA requirement than the basic satisfactory academic progress grade point averages listed above.

Students who fall below the CGPAs listed above 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 financial aid portal or in the Financial Aid Office. All appeal decisions are final and not subject to additional appeal. Successful appeals document extenuating circumstances beyond a student's control, which significantly impact the student's academic record. Appeals are reviewed by the Director of Financial Aid. The Director of Financial Aid reviews each appeal to determine if extenuating circumstances prevented the student from meeting scholarship standards. The Director of Financial Aid is aware of the rigors of college studies and reviews 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
- Spring term: February 15
- Summer terms: June 15

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 specific criteria.

For a student's scholarship(s) to be deferred, the student must attend at least one semester full time prior to their departure and meet the criteria for renewal of scholarship(s) during the semester(s) the student 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 automatically cancels 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).

- A student may receive institutional aid when repeating a course for the first time.
- Satisfactory Academic Progress Policy still applies.
- 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.

- Once a student has completed any course twice and earned 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 from the College or stop attending courses will, in most cases, lose future eligibility for institutional funds. The Return of Title IV policy comes 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 receives 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 scholarship renewal.

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:

- Implementation:** The Director of Financial Aid is responsible for maintaining and implementing procedures necessary for compliance with this policy.
- Responsibility for Compliance:** Vice President of Student Affairs and Communications
- Notification:** This policy will be posted on the College's website and will be published in its entirety or in summary in the College's *Catalog*.
- Policy Review:** This policy will be regularly reviewed according to the College's policy review procedure.

For the Office of the President only:

Policy version: 4.0

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
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