

<b>Scholarships and Waivers Procedure</b>	Procedure Number	3.2P
	Effective Date	November 21, 2014

**1.0 PURPOSE**

In accordance with Board Policy 3.2 Scholarships and Waivers, the purpose of this procedure is to describe and delineate the various financial assistance programs offered by the College in the form of scholarships and waivers. This procedure further provides the specific purposes of these aid programs, as well as the criteria needing to be met to be eligible for the award.

**2.0 REVISION HISTORY**

Adopted on: 11/21/14  
 Revised on: 9/22/17

**3.0 PERSONS AFFECTED**

Eligible Students at Laramie County Community College at subject to the provisions of this procedure.

**4.0 DEFINITIONS**

- A. *Academic Merit* – A scholarship or waiver offered to students who have demonstrated high academic achievement, and that has academic achievement as at least one of the criteria used to award the funds.
- B. *Activity Scholarships* – Awarded to individuals who possess the unique ability to contribute positively to LCCC’s many non-athletic, extra-curricular activities. Activities are defined as college-authorized and supported co- or extra-curricular programs that provide an organized and structured environment that develops students’ abilities to collaborate, communicate, and meet other LCCC institutional competencies while contributing to an engaged, and vibrant campus community where relationships are fostered and strengthened. Activities may be completely separate from academic programs/curricula, or require some engagement in specific aspects of the curricula (e.g., Choral Ensemble members may have to enroll in a voice lessons class).
- C. *Athletic Scholarships* – Awarded to individuals who possess the unique ability to contribute positively to LCCC’s many college-authorized athletic programs. Athletic programs are defined as college-authorized, intercollegiate athletic programs that fall under the oversight of the National Junior College Athletic Association (NJCAA), or other organization such as National Intercollegiate Rodeo Association (NIRA).
- D. *Employee or Dependent Benefit* – Waivers extended to eligible employees of LCCC, UW, and/or the City of Laramie, and their spouses and/or dependents. These waivers, because they are part of employee benefits, are not limited by available funds.
- E. *Financial Need* – The estimated cost of attendance less the student’s expected family contribution (EFC) as determined by the Free Application for Federal Student Aid (FAFSA). Determines the student’s eligibility for federal, state and institutional need based financial aid.

- F. *Institutional Scholarship, Waiver, or Award* – These funds are designated as part of the Institutional budgeting process and are used to support the College’s Strategic Plan. When a student receives only Institutional Scholarships, Waivers, or Awards, the total cannot exceed the total institutional direct cost of attendance.
- G. *Direct Cost of Attendance* – Any expense a student incurs that can be paid through the Student Accounts Office. Typically these would be confined to tuition, fees, residence hall living, dining hall meal plans, and book store charges for textbooks and educational materials.
- H. *Financial Aid Satisfactory Academic Progress (SAP)* – Title IV requires qualitative and quantitative measure of satisfactory academic progress. Students must maintain a minimum 2.00 cumulative GPA, complete 67% of attempted credits and attempt no more than 150% of credits required for Associate’s degree or Certificate. Failure to maintain Financial Aid SAP impacts the student’s Title IV financial aid eligibility and LCCC institutional scholarships/grants.
- I. *Satisfactory Academic Standing* – institutionally established standard of satisfactory academic standing. Students must maintain a minimum 2.00 cumulative GPA. Failure to maintain satisfactory academic standing may result in academic probation/suspension ([Policy 3.10 Academic Probation and Suspension](#) and [Procedure 3.10P Academic Probation and Suspension](#)).
- J. *Gift Aid* – Financial assistance from any source that does not require repayment. These include, but are not limited to entitlements, scholarships, grants, awards, benefits, waivers, and discounts.

## 5.0 PROCEDURES

Laramie County Community College (LCCC) offers college-funded financial assistance and scholarship opportunities to students meeting certain criteria. LCCC does this through three main categories of aid: (1) Merit-Based Aid, (2) Need-Based Aid and (3) entitlements and employee benefits. With the exception of employee benefits/entitlements, all LCCC awards require the student to file the academic year’s FAFSA and meet financial aid Satisfactory Academic Progress (SAP) and Satisfactory Academic Standing. Additional eligibility criteria may apply and is outlined in the student’s award notification.

### A. Merit-Based Aid

Merit-Based Aid programs at LCCC are awarded to individuals who possess the unique talents, skills, abilities and/or attributes to contribute to a robust academic and community environment. LCCC believes these individuals help engage other students and the community by their contributions and accomplishments at the College. Merit-Based Aid programs are included within three sub-categories: (1) curricular/academic aid; (2) extracurricular/activity aid; and (3) promotional awards.

#### 1) Curricular/Academic (Merit)

- a. *Presidential and Dean’s Scholarships* – Awarded to high school who have demonstrated exceptional academic achievement and the potential to continue that demonstration in college while contributing to a rigorous, engaged academic environment.
- b. *Academic Program Scholarships* – Awarded to individuals who have shown an interest in pursuing a specific academic program offered by the College. Academic programs are

defined as College-approved and US Department of Education authorized degree or credit-certificate programs. Students must have demonstrated academic achievement in earlier educational pursuits (either high school or college) and possess the potential to continue that demonstration at LCCC.

- c. *LCCC Student Progress Award*—Awarded to second year students who have demonstrated academic success during their first year of attendance by earning 24 credit hours with a 2.00 cumulative GPA or more without the benefit of LCCC scholarships/grants/awards or Hathaway. It is renewable for up to a total of four semesters.

## 2) Extracurricular/Activity (Merit)

- a. Activity Scholarships amounts are distributed amongst the College's academic schools that house approved activities, Athletics, and other student programs and services. The Vice Presidents of Academic Affairs, and Student Services authorize awards in general, with allocations to specific academic programs or student service organizations made by deans and directors. Faculty and other club/organization advisors make offers to individuals through collaboration with LCCC Admissions staff. A current list of College-authorized activities is kept on file with the Learning Leadership Team (LLT).

## 3) Promotional (Merit)

- a. *Promotional Awards* – At times the College or a sub-unit thereof, a school, or specific academic programs, may award targeted scholarship and waivers to achieve a predetermined goal. These may include the promotion of a new program to build enrollment, the engagement of a specific individuals who are exemplary representatives of a certain civic or service program (e.g., 4H Officers), or to engage a unique type of individual to advance an institutional or programmatic priority.

Awards may be by semester or academic year and may be offered for a maximum of two academic years. Promotional Academic Scholarships may include tuition and fee waivers only.

Promotional awards are given on a case-by-case basis through a President's Cabinet member, with final allocation made through the Vice President for Student Services as the budget authority.

## B. Need-Based Aid

Need-Based Aid programs at LCCC are awarded to individuals who have unique challenges (e.g., financial, environmental, etc.) that may inhibit their ability to participate and persist in higher education, but can benefit equally from a college education should their unique challenges be mitigated, and/or to individuals who belong are provided special opportunities for engaging in higher education at a mitigated cost. Need-Based Aid programs are included within three sub-categories: (1) financial hardship/opportunity aid; and (3) federal program match.

1) Financial Hardship/Opportunity (Need)

- a. *Soaring Eagle Scholarship* – Awarded to non-traditional and first-generation students with Pell award that does not completely cover 24 credit hours of tuition per year. The award is available for up to three (3) academic years and requires that students meet with their Academic Advisor to make sure that they are enrolling in coursework that will move them forward to degree/certificate program completion. The total amount of the award is restricted to the student’s direct cost of tuition, fees, and books less all other gift aid received. The award is automatically awarded based on FAFSA and academic information.
- b. *LCCC Grant* – The LCCC Grant is an institutional need-based grant program available to students with remaining financial need based on current year FAFSA data. To be eligible, the student must be making SAP, have a minimum cumulative GPA of 2.00, earned fewer than 72 credits, have an EFC of more than \$1900 (no minimum EFC for Dental Hygiene students), have remaining financial need of at least \$1000. Priority consideration is given to students who file their FAFSA by April 1.

2) Federal Programs (Need)

- a. *Federal Supplemental Educational Opportunity Grant (SEOG)* – Federal campus-based funding with a 25% match from LCCC. This program has limited funding availability. This is awarded to 0 EFC, Pell eligible students who fall below the poverty line based on their FAFSA information. The award amount varies but the average award for full time students is \$500 per academic year. Student must meet all Title IV eligibility requirements.
- b. *Pathways to Success* – This program is funded as part of the institutional match requirement for federal GEAR UP participation. Available to incoming freshmen who are low income or first generation degree seeking. Students must file a current year’s FAFSA. Funds available to help with tuition expenses. Interested students must contact their high school counselor prior to their senior year in high school or the Center for Secondary Students Director. Amounts vary.
- c. *Institutional GEAR-UP* – This program is funded as part of the institutional match requirements for federal GEAR UP participation. Eligible applicants must be GEAR UP participants that do not qualify for federal GEAR UP Scholarships. The award amount is restricted by the student’s direct cost of attendance less all other gift aid received. Awards are administered by GEAR UP Program Manager in consultation with the Director of the Office of Scholarships and Financial Aid.
- d. *Sage TRiO* – This program is funded as part of the institutional match requirements for federal SAGE TRiO participation. This match will be used to assist TRiO participants who may not meet federal PELL grant eligibility but who demonstrate drop-out risk due to financial need. The award is a one-time award provided in the spring semester and may be used toward direct and indirect educational expenses. Awards are administered by the Director of the SAGE TRiO program in consultation with the Director of the Office of Scholarships and Financial Aid. Amounts vary.
- e. *College Work Study Program (CWSP)* – Federal campus-based funding with a 25% match from LCCC. This program has limited funding availability. Students are employed in Work Study positions for no more than 19 hours per week. Wages are subsidized by the federal government. The average award amount is \$3,000 per academic year. Wages are included as part of the financial aid award.

C. Special Populations

- 1) *Senior Citizen Waiver* – Tuition waiver provided to senior citizens who are age 60 years or older and allows these students to enroll in credit-bearing classes at a discounted rate of \$10 per credit. The student is responsible for all additional course fees and/or online fees.
- 2) *Concurrent Enrollment Waiver* – Tuition waiver provided to high school students in their junior and senior year. LCCC’s commitment per annual memoranda of agreement with school districts.

Uniform Statewide Student Eligibility (per “Wyoming Manual of Procedures for Dual and Concurrent/Enrollment Program”, Postsecondary Education Options Program W.S. 21-20-201)

D. Employee Benefits/Waivers

LCCC provides employee benefits and tuition waivers for employees and eligible spouses/dependents employed with LCCC and the University of Wyoming (UW).

- 1) LCCC Employees, Spouses and Eligible Dependents pay \$10 per credit hour plus additional course fees. The maximum number of credits permitted is dependent on the LCCC employee’s job classification. Human Resources determines eligibility.
- 2) University of Wyoming Employees, Spouses and Eligible Dependents receive up to 3 credit hours and mandatory fee waiver if full time, 1.5 credits if part-time. University of Wyoming *Human Resources determines* eligibility.
- 3) City of Laramie Employees receive tuition and fee waivers according to a contract between the College and the City of Laramie. City of Laramie Human Resources determines eligibility.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Joe Schaffer, President	10/28/14
Approval by President's Cabinet		11/11/14
Ratified by College Council	Chad Marley, College Council Co-Chair	11/21/14
Approval by President (Signature)		11/21/14