

# Utah Tech University Policy

## 505: Financial Aid, Scholarships, and Waivers



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### I. Purpose

- 1.1 To outline the various scholarship and waiver programs available to students of Utah Tech University (“University”) outside of those available to University faculty, staff, and their dependents, as outlined in University Policy 344.

### II. Scope

- 2.1 Scholarship programs at the University encompass awards for academic preparedness, talent, financial need, and other areas.
- 2.2 Coordination and disbursement of institutional aid, scholarships, and waivers are handled by the Financial Aid Office.

### III. Definitions

- 3.1 ***Endowment Funds:*** cash accounts set up that allow the interest to be spent to support private scholarships.
- 3.2 ***FAFSA:*** defined as Free Application for Federal Student Aid as sponsored and coordinated by the U.S. Department of Education. Federal and state financial aid may include grants, loans, and work-study funds, the eligibility of which is determined by the completed and verified FAFSA.
- 3.3 ***Institutional Aid:*** includes endowment funds, state-authorized tuition waivers, and other funds set aside by the University and designated by the University for use toward financial aid opportunities for students.
- 3.4 ***Regular Undergraduate (Base) Tuition:*** the sum of money charged for instruction at the University each semester, established by the institution

and shown within the University's online catalog (catalog.utahtech.edu). Does not include differential tuition nor post-graduate level tuition, as established by individual programs.

- 3.5 **Scholarships:** includes any departmental, community, private, and endowment funds that are supported by cash accounts, donations, or endowments.
- 3.6 **State-Authorized Tuition Waivers:** these are academic, talent, and performance-based waivers that have no funds to transfer. They are waivers designed to reduce regular tuition for a recipient for the amount of the waiver.

#### IV. Policy

##### 4.1 Institutional Aid

- 4.1.1 Institutional Aid for academic preparedness will be awarded at the time of admissions based upon student academic preparation and other factors as determined by the Financial Aid Office, provided the student meets the established scholarship deadlines.
- 4.1.2 Institutional aid for talent and leadership will be awarded based on departmental recruitment and student application of assistance through the appropriate application process.
- 4.1.3 Institutional aid for needy students will be awarded on an individual basis, generally to students who have documented need through the completion of their validated FAFSA.
- 4.1.4 The Financial Aid and Scholarships Office, in accordance with federal financial aid guidelines, is responsible for determining whether a particular award is refundable and, if so, the amount of the refund. The decision of the Financial Aid and Scholarships Office about the refund is final.
- 4.1.5 If a student receives additional aid after the calculation of their total aid package, certain forms of need-based aid (e.g., student loans and work-study) may be subject to reduction. Student loans will be reduced before other types of aid.

4.2 Criteria for awarding academic scholarships will be established on a yearly basis and are dependent upon scholarship resources. The Financial Aid Office posts available scholarship opportunities through their webpage.

4.2.1 Students who do not qualify for an academic scholarship at

entrance may earn an academic scholarship as a continuing student if their performance merits such an award and funds are available. The Financial Aid Office will accept applications on an annual basis.

#### 4.3 Talent Scholarships

- 4.3.1 Talent scholarships are usually determined by departmental standards and processes, such as departmental scholarship committees, or left to the discretion of select faculty members.
- 4.3.2 Talent scholarships vary in amount and have different restrictions from one department to another.
- 4.3.3 Talent scholarship recipients must complete a minimum of 12 units of credit each semester.
- 4.3.4 Talent scholarship recipients whose cumulative grade point average falls below the 2.00 requirement will lose their talent award.
- 4.3.5 Students involved with extracurricular performance (band, orchestra, cheer team, dance team, etc.) associated with the University may receive scholarship funds above the base tuition. The funds awarded to each student will be determined by the Directors within each performance area. These scholarships must be paid through a University cash account associated with each area of performance. The maximum amount allowable is \$1000 per student each semester.

#### 4.4 Extracurricular, Student Government, and Student Organization Scholarships

- 4.4.1 It is noted that it is a privilege, rather than a right, to participate in these programs at the University.
- 4.4.2 Undergraduate students participating in extracurricular programs, student government, and other student organizations must not fall below their assigned minimum semester and cumulative grade point average to maintain scholarship status.
  - 4.4.2.1 Student Government UTSAmust pass 12 credits per semester and pass those with a minimum of a 2.75 semester and cumulative grade point average.
  - 4.4.2.2 Student Ambassadors must pass 12 credits per semester and pass those with a minimum of a 3.0 semester and cumulative grade point average.

4.4.2.3 Those participating with the Student Alumni Association must pass 12 credits per semester and pass those with a minimum of 2.5 per semester and cumulative grade point average.

4.4.3 Students on scholarships as listed in this section must enroll in a minimum of 12 credit hours per semester and take courses that lead to graduation.

#### 4.5 Scholarship Deferments

4.5.1 Scholarship recipients may defer their award no more than twice for up to three (3) years total. Deferment requests must be submitted with the Leave of Absence & Scholarship Deferment Form, which is available online. For students who need to exceed the three (3) years total, they may appeal for an extension of a deferment for extenuating circumstances having to do with medical or military duty only. Documentation must be provided with the appeal.

4.5.2 Deferred Scholarships will be automatically reinstated for the predetermined semester of return. Notification that a student is returning early must be received by the Financial Aid Office before the reinstatement of the award.

#### 4.6 State-Authorized Tuition Waivers

4.6.1 No more than one full regular tuition waiver can be used by a student in a single term. However, a student may have multiple scholarships from sources other than a tuition waiver. If a scholarship award causes financial need (as determined by federal regulations governing federal aid) to be exceeded, the scholarship coordinator has the authority to reduce awarded funds. When reductions affect departmental scholarships, the authorizing agent from the department will be consulted.

4.6.2 Tuition waivers cannot be used toward students who already have a Bachelor's degree, have exceeded 180 credits, are in a non-degree seeking program, or declared a non-eligible program.

4.6.2.1 Non-eligible programs include Communication Organizational Leadership Degree Completion Program, ESL Program, Institute for Continued Learning (ICL), Peace Officer Standards Training (POST), Road Scholar Courses, and other non-budget related programs and workshops.

4.6.2.2 Current University students receiving percentage waivers (i.e.: full tuition, 75% tuition, etc.), who enter into an online only program, will not be eligible for an increase in scholarship to cover online only tuition. Their scholarship will remain at the percentage of regular base tuition.

4.6.2.2.1 Non-resident waivers of students who enter into online only programs will be removed, as online only tuition will be less than they were paying previously.

4.6.2.2.1.1 Exception will only be made for those receiving the Non-Resident scholarship that pays a portion of base resident tuition. In that instance, they will be switched to a resident equivalent.

4.6.3 Athletic waivers are overseen by the University Athletic Department. The NCAA Financial Aid & Scholarship Coordinator will oversee the management of these funds.

4.6.4 Students must be a U.S. Citizen or a naturalized citizen to be eligible to receive any State of Utah, University waivers or funds.

4.6.4.1 Exception: Qualified International Students on a qualified F-1 Visa, in good standing with the University and the International Student Services Office, will be eligible for only the International Merit Waiver or International Freshman Waiver.

4.6.5 Tuition waivers cannot be used to cover any differential tuition, fees, or any other associated differential costs incurred by the student, such as course fees, books, etc.

#### 4.7 Aid Recall and Appeals

4.7.1 If a student on institutional aid does not meet the requirements of his/her contract, institutional aid may be recalled. Generally, aid that has been paid for a semester cannot be recalled. However, if mutual agreement is reached between a department and a student, and the student returns the funds to the student's account, the funds will be applied back to a department's account.

4.7.2 Any appeal to this policy will be made to the University Financial Aid Office.

4.7.2.1 Appeals will be reviewed by the full-time staff within the Financial Aid & Scholarships Office. Decisions will be emailed

to the student via their University email account.

- 4.7.2.2 Appeals denied by the University Financial Aid & Scholarships Office may be appealed to the Financial Aid & Scholarship Appeals Committee. The committee members come from various University departments and include full-time staff, faculty, and student leaders. Any voting member who has a conflict of interest will recuse themselves. Non-voting staff from the Financial Aid & Scholarships Office will attend the appeal meetings for question clarification for both parties and will dismiss themselves prior to any voting. Decisions will be emailed to the students via their University email account. The appeal decisions made by this Appeals Committee are final as long as they adhere to the federal financial aid regulations and state scholarship statutes.

#### 4.8 Graduate Programs

- 4.8.1 It is up to the graduate program to raise their own cash donations or endowments to fund scholarships for their graduate programs.
- 4.8.2 Graduate scholarships are determined by departmental standards and processes, such as departmental scholarship committees, or are left to the discretion of select faculty members.
- 4.8.3 Graduate scholarships vary in amount and have different restrictions from one department to another.

#### 4.9 Mandatory Scholarship Training

- 4.9.1 Departmental scholarship representatives will have to go through yearly scholarship training for updated regulations and policies to ensure correct awarding.

### V. References – N/A

### VI. Procedures

- 6.1 Students interested in financial aid opportunities in the form of federal, state, or institutional aid may contact the Financial Aid Office directly or visit their webpage for information.

### VII. Addenda – N/A

Policy Steward: Financial Aid Office

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