



General Scholarship Policies and Guidelines

Please refer to each individual scholarship policy for any requirements that may be specific to that particular scholarship. These guidelines are meant to speak in general terms to the overall qualifications and scholarships that are typically outlined in each policy. This shall also serve as an explanation for some of the general requirements and definitions of established scholarship policies.

General Requirements

- Incomplete scholarship applications will not be accepted. Completed scholarship applications must be turned in no later than the posted due date to the Office of Institutional Advancement only. While scholarship applications are available for pick up in the Financial Aid Office, the completed packets must be turned in to the Office of Institutional Advancement.
- Every Foundation scholarship applicant is required to complete a FAFSA for the current year's financial aid awards. The primary intent of the scholarship program of the SWGTC Foundation is to assist students with tuition, fees, and book expenses through need-based and merit-based scholarships. For this reason, all scholarship applicants are required to apply for financial aid. Financial aid awards, including current scholarship balances/awards, will be considered in the scholarship awards process.
- For scholarships that require a letter of recommendation, the letter must be submitted on letterhead with a current date and with an original signature. Letters of recommendation must be updated quarterly as part of the student's scholarship application. Please note that it is the student's responsibility to request letters of recommendation in advance of the scholarship deadline from their instructors. Recommendation letters must be submitted with application to be considered for scholarships.
- Students are required to complete a new application for every scholarship for which they are applying. One scholarship application may not be submitted for multiple scholarships.
- Students are required to submit copies of their transcripts for those applications that require this as part of the scholarship application. Staff members in the Office of Institutional Advancement do not have access to BANNER and are unable to print transcripts for you. Printing transcripts from BANNER for scholarship application purposes is the responsibility of the student.
- Students applying for all Foundation scholarships (other than recruitment-based scholarships) must have completed 12 credit hours at SWGTC at the time of the scholarship application deadline.
- For scholarships requiring student essays, students must submit an original essay for each scholarship for which they are applying. Students should pay close attention to the essay topic and be sure that the essay submitted follows the established guidelines for that particular scholarship.

- Southwest Georgia Technical College Foundation funded scholarships are to be used at Southwest Georgia Technical College only (Thomas County, Grady County, Mitchell County, and the Wiregrass Technical College A.D.N. program) and are not transferrable to other institutions.
- Southwest Georgia Technical College Foundation scholarships are intended for approved educational related expenses only, as set forth in the scholarship policies. Any fraudulent use of scholarship funds or misrepresentation of expense to gain reimbursement will result in termination of scholarship funding and ineligibility to apply for future Southwest Georgia Technical College Foundation scholarship funding opportunity.
- The scholarship review process can take several weeks. All applicants will be notified by mail before the beginning of the new quarter begins.
- Scholarship accounts that remain inactive for one year will be adjusted and unused funds will be transferred back to the SWGTC Foundation. Exceptions to this policy will be in cases where the length of time the scholarship can remain in the student's account before usage are outlined in the individual scholarship policy (such as the High School Scholarship and other recruitment-based scholarships).

Explanation of Terms

- GPA will refer to the GPA calculated by the Director of Financial Aid using the student's financial aid GPA.
- Scholarship requirements stating that a student must be "currently enrolled" at SWGTC means that the student must be currently enrolled in classes. If a student is not enrolled in an SWGTC course at the time of the scholarship application, this requirement would not be met.
- Scholarship requirements stating that a student must be "formally accepted" into SWGTC or a program of study mean that the student must have satisfied all admissions criteria and be officially recognized as accepted into the College/program of study at the time of scholarship application. Satisfaction of this requirement is verified by Student Affairs.
- Scholarship requirements stating that a student must be a specified percentage complete with his or her program of study mean that the student must have completed the specified percentage of the program's outlined curriculum at the time of scholarship application. Satisfaction of this requirement is verified by Student Affairs.

As set forth in its student catalog, Southwest Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The Title IX coordinator: Joyce Halstead, VPSS, SWGTC A Building, (229) 225-5062. Section 504 Coordinator: Alison Welch, SWGTC A Building, (229) 227-2793



Southwest Georgia Technical College

FOUNDATION

Scholarship Application

All scholarship applications and supporting documentation must be returned to the following address. *For questions, please call (229) 225-3977.*

**Office of Institutional Advancement
Southwest Georgia Technical College
15689 U. S. Highway 19 North
Thomasville, Georgia 31792**

Name of Scholarship: _____ Date: _____

Student Name: _____ SSN: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Cell Phone: _____

Optional: Age: _____ Sex: _____ Race: _____

Marital Status: _____ Number of Dependents: _____

High School Attended: _____ Special Awards: _____

Program of Study: _____ Date of Entrance: _____ Admission Status: _____

Will you be receiving other types of aide? _____ Yes _____ No If yes, please list:

Will you be working while attending classes? _____ Yes _____ No

Full time or part time? _____ Place of Employment: _____

Estimated amount you will need to attend SWGTC: _____

Do you plan to live in this area after completing your program? _____ Yes _____ No

Please list three references with addresses (not family members):

I have read and understand the scholarship policy and guidelines:

Applicant Signature

Date