

Southwest Georgia Technical College, Foundation Inc.

Scholarship Policies and Procedures

Mitchell County Students

PURPOSE

To assist Mitchell County Students students, who have completed a minimum of 33% of their selected program of study, with tuition, books, fees, and required educational related expenses such as uniforms, tools, or health examinations.

FREQUENCY

Two \$500 scholarships will be awarded each year.

PROCEDURES

Applicants must be currently enrolled and have completed 33% of their program of study at Southwest Georgia Technical College. A minimum of 12 credit hours must be completed and earned at SWGTC.

Applicants must provide copies of at least two consecutive income tax statements which indicate that the applicant resided in Mitchell County for a minimum of twelve months prior to the date of the application.

Applicants must complete and submit a SWGTC Scholarship Application form.

Applicants must compose an essay titled, “*Why I selected career title as a career.*”
(Maximum 250 words)

Applicants must obtain a letter of recommendation from a fulltime member of the SWGTC Faculty. The letter should communicate the faculty member’s observations of the student’s potential to become a skilled employee in the field of study that the student is pursuing. Letters of recommendation must be on letterhead with a current date and an original signature.

Applicants must have a minimum GPA of 2.5 and must submit a copy of their transcript.

REVIEW PROCESS

The Executive Director of the Southwest Georgia Technical College Foundation has established a committee to review scholarship applications. Members of the committee include the Dean for Academic Affairs, the College Counselor and the Retention Coordinator.

The Mitchell County Students Scholarship recipient will be selected utilizing the attached evaluation document.

Committee members will independently score each application submitted. The applicant receiving the highest average score will be awarded the scholarship.

In the event of a tie committee members will request that the SWGTC Registrar calculate the applicants' cumulative GPA. The applicant who has achieved the highest, cumulative GPA will be awarded the scholarship.

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 will be considered in the scholarship awards process.

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 Valdosta 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.

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).

Approved: January 3, 2006

Revised: August 28, 2007; October 8, 2008; July 2009; 11/09; 7/10

**Mitchell County Students
Scholarship Evaluation**

1) Academic Achievement

Grade Point Average

(90-100)	4.0	= 5 pts.
(85-89)	3.5-3.99	= 4 pts.
(80-84)	3.0-3.49	= 3 pts.
(74-79)	2.5-2.99	= 2 pts.
(70-73)	2.0-2.49	= 1 pts.

2) Essay

Followed criteria	= 1 - 5 pts.
Grammatically correct	= 1 - 5 pts.
Defined characteristics	= 1 - 5 pts.
Illustrated personal commitment	= 1 - 5 pts.
Compelling case	= 1 - 5 pts.

3) Faculty Evaluation

Supports student as recipient	= 1 - 5 pts.
Specific observations	= 1 - 5 pts.
Commonalities with essay	= 1 - 5 pts.