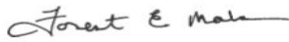


**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	Scholarship Review Committee	Procedure Number:	10-4-101.1
Institutional Authority:	Chief Advancement Officer		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	10-4-101		

Approved:



President



Chief Advancement Officer

Date

Adopted: 11/18/2019

Date

Revised: 02/12/2024

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

The Scholarship Review Committee functions under the Advancement Division in collaboration with the Office of Financial Aid. The Scholarship Review Committee evaluates privately funded scholarship applications and recommends award recipients in accordance with the appropriate scholarship criteria and procedures, for all Foundation Scholarships that are not gender specific.

The Aiken Technical College Foundation Trustee's ad hoc Scholarship Selection Committee will review and select all gender-specific scholarships.

Scholarship Committee members may also serve on the Scholarship Review Committee's Student Emergency Fund sub-committee. The sub-committee comprises the Foundation Director, Dean of Student Services and Retention, and two scholarship committee members.

Members of the Scholarship Review Committee include the following faculty and staff representatives:

**Standing Committee Members:**

- ATC Foundation Director as Chair
- ATC Financial Aid Representative

**Committee Members will be assigned from the following Division/Offices:**

- One faculty member from the School of General Education and University Transfer
- One faculty member from the School of Health Sciences
- One faculty member from the School of Nursing
- One faculty member from the School of Technical and Continuing Education
- One staff member from the Administrative Services Division
- One staff member from the Student Affairs Division
- One staff member from the Office of Student Success and Retention

**Term of Service**

Committee members will serve a two-year term, including two academic year scholarship review cycles. If a committee member has availability and wishes to serve and no one additional is available from their host Division/Office, then a member's term may be extended one additional two-year term to provide continuity to the committee. Committee members must be approved to serve by their immediate supervisor and the Executive level member.

Committee meetings will be called as needed.