

Scholarships and Waivers Procedure	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, 5/6/24

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. *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 bookstore charges for textbooks and educational materials.
- E. *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.

- F. *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 Bachelor of Applied Science degree, Associate’s degree, Credit Diploma, or Certificate of Completion. Failure to maintain Financial Aid SAP impacts the student’s Title IV financial aid eligibility and LCCC institutional scholarships/grants.
- G. *Financial Need* – The estimated cost of attendance less the student’s Student Aid Index (SAI) as determined by the Free Application for Federal Student Aid (FAFSA). Determines student eligibility for federal, state and institutional need-based financial aid.
- H. *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.
- I. *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 and Enrollment Management Plans. When a student receives only Institutional Scholarships, Waivers, or Awards, the total cannot exceed the total institutional direct cost of attendance.
- J. *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).
- K. *Scholarship* – A form of financial assistance which does not require repayment and is made to degree/certificate seeking students demonstrating high levels of academic ability, special talents that contribute to extra- and/or co-curricular activities offered by the College, potential to positively influence the campus community, or financial need. These funds will typically be awarded by a dollar amount and may be used to defray the cost of tuition/fees, and other educationally related expenses such as room and board, books, and educational supplies.
- L. *Waiver* – A form of financial assistance that does not require repayment and is made to qualifying students according to Procedure 3.2P Scholarship and Waivers Procedure. Waivers are applied to any existing tuition charges, and may be applied to mandatory fees, charged by the College.

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 requirements. Exceptions to the FAFSA requirement can be made for international students and for other students with special circumstances on a case-by-case basis at the discretion of the Director of Financial Aid & Scholarships. 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 students who have demonstrated exceptional academic achievement in high school 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-credential 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. Students must be enrolled at least half-time to qualify.

2) Extracurricular/Activity (Merit)

- a. Activity Scholarships amounts are distributed amongst the College's academic schools that house approved activities, teams, 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, teams, or student service organizations made by the academic deans.

3) Promotional

- 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 (e.g., SEM Plan strategy). Awards can be in the form of giveaways, prizes, or auctions.

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, with final allocation made through the Senior 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 two sub-categories: (1) financial hardship/opportunity aid; and (2) federal programs and institutional match.

1) Financial Hardship/Opportunity (Need)

- a. *Soaring Eagle Scholarship* – Awarded to non-traditional and first-generation Wyoming students with Pell award that does not completely cover 24 credit hours of tuition per year. 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 to students enrolled at least half-time.
- 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, students must be enrolled at least half-time.
- c. *Foster Youth/Homeless Grant* – awarded to former foster youth or to students experiencing homelessness with high financial need.
- d. *Pathways to Success* – Available to incoming freshmen who are economically disadvantaged or first-generation college students. Award amounts vary and are determined by the Director of Enrollment Services to assist with tuition, fees, and book expenses.

2) Federal Programs (Need)

- a. *Federal Supplemental Educational Opportunity Grant (SEOG)* – Federal campus-based funding with a 25% required match from LCCC. This program has limited funding availability. This grant is awarded to 0 SAI, 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 \$600 per academic year. Students must meet all Title IV eligibility requirements.
- b. *Institutional GEAR-UP* – This program is funded as part of the institution’s commitment to the success of the federal GEAR UP grant and helps meet match requirements. Eligible applicants must be GEAR UP participants. 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 the Office of Financial Aid and Scholarships.
- c. *Federal Work Study Program* – 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 19.5 hours per week. Award amounts vary. Students must demonstrate remaining financial need and meet all Title IV eligibility requirements. Wages are included as part of the financial aid award package.

C. Special Populations

- 1) *Golden Age Tuition Rate* – 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

20% of the resident tuition rate per credit hour. Student is responsible for all applicable course fees. .

- 2) *Dual and 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)

- 3) *Resident Assistant (RA) Scholarships* – Awarded to RA’s by the Director of Residential Living & Learning to cover all residence hall housing and food charges in exchange for service.

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.