

## **Guidelines for Administration of Institutional Scholarships, Awards and Grants**

- All supplemental materials that are required (essays, letters of recommendation, etc.) should be submitted when making application for institutional scholarships, awards, and grants.
- To qualify for an institutional scholarship, award or grant, a student must be in the traditional program and classified as a traditional student.
- Institutional scholarships, awards, and grants may be prorated for part-time students.
- Students receiving an institutional scholarship award, or grant and whose overall financial aid packages exceed the direct cost of education (tuition, fees, room and board) will not receive a credit or a refund. In these cases, the amount of the institutional scholarship, award, or grant will be adjusted to preclude the awarding of a credit or refund.
- Unless otherwise noted, institutional scholarship, award, and grant amounts are for one academic year. One half of the total amount will be awarded in the fall semester, and the other half will be awarded in the spring semester. Institutional scholarships, awards and grants do not apply to the summer terms.
- Unless otherwise noted, all institutional scholarships, awards, and grants may be renewed for up to nine (9) semesters upon meeting the applicable continuation criteria.
- Unless otherwise noted, satisfactory academic progress as stated in the catalog is required to maintain institutional scholarships, awards and grants.
- All students receiving institutional scholarships, awards, and grants are required to apply for all federal and state aid available.
- Application for institutional scholarships, awards, or grants may be made on-line at [www.faulkner.edu](http://www.faulkner.edu).