

Solano Community College Outside Scholarship Policy:

1. Mail Checks To

Financial Aid Office
Solano Community College
4000 Suisun Valley Road
Fairfield, CA 94534

Make Checks Payable to:
Solano Community College

We will not accept checks made out in the student's name.

2. Required Information:

Scholarship checks and award letters must include the following information.

Student Information

- Student's full legal name
- Solano Community College Student ID Number

Donor Information

- Organization name
- Contact person
- Mailing address
- Telephone number
- Email address

If sufficient identifying information is not provided to identify the student, the scholarship check may be returned.

3. Scholarship Instructions

The scholarship letter should specify the following, if applicable.

A. Award Term

Indicate whether the scholarship is for:

- Fall only
- Spring only
- Summer only
- Academic Year (Fall and Spring)

If selecting an Academic Year award, indicate whether:

- the enclosed check represents the entire award or should be split between terms, or,
- An additional payment will be sent for the subsequent term.

B. Allowable Educational Expenses

Specify one of the following:

- Tuition Only*
- Applicable Toward the Cost of Attendance
- Tuition, Books, and Supplies

***Tuition-Only Scholarships Note:**

If “for tuition only” is not stipulated, the check will be applied toward the cost of attendance. Since the costs of books and supplies are highly variable, any check received with a request to limit awards to “tuition, books, and supplies” will be applied in its entirety toward the cost of attendance.

If a student's tuition has already been fully covered through another source (such as the California College Promise Grant or Solano Promise Program), scholarships restricted to "Tuition Only" cannot be applied and will be returned to the donor.

C. Enrollment* and GPA Requirements

If applicable, specify:

- minimum enrollment requirement
- minimum GPA requirement

If no requirements are provided, any enrollment of one-half time or greater (0.5+) and any GPA will be considered acceptable.

The Financial Aid Office verifies enrollment and GPA:

- when the scholarship is received;
- at the beginning of each required term; and
- at the midpoint of the term for students enrolled only in late-start classes.

If the student does not satisfy the donor's stated requirements, the scholarship will be returned to the donor unless alternate instructions have been provided.

***Enrollment Note:**

Student Enrollment

Students must be enrolled and eligible before scholarship funds are disbursed.

Students who are not enrolled at the beginning of the semester but later enroll exclusively in late-start classes may receive their scholarship once enrollment has been verified.

If the student never enrolls during the applicable term, the scholarship will be returned to the donor unless alternate written instructions have been provided.

Student Withdrawal

Once scholarship funds have been disbursed to the student's account, enrollment is no longer monitored for donor purposes.

If a student withdraws after receiving scholarship funds, the donor is responsible for recovering any funds directly from the student.

If the student withdraws before scholarship funds are disbursed, any undistributed balance will be returned to the donor.

4. Scholarship Disbursement

Unless donor instructions specify otherwise:

- Scholarships of **\$1,000 or less** will be disbursed during the term in which they are received.
- Scholarships **greater than \$1,000** will be divided equally between the Fall and Spring semesters of the same academic year.
- Scholarships received during the Summer term will generally be disbursed during the summer term.

Scholarship funds will not be carried into a future academic year unless specifically authorized by the donor. Any remaining balance will be returned to the donor.

Scholarship Check Process:

1. Receipt and Review of Scholarship Check

Upon receipt of a scholarship check, the Financial Aid Office will review and verify that the student meets all donor-specified requirements (i.e. enrollment, GPA, term, or other requirements).

2. Eligibility Confirmed

If requirements are met, the scholarship check will be recorded as **received** on the student's account. It will then be forwarded to the Cashier's Office for deposit processing into the College's bank account.

3. Check Clearance Confirmation

Once the scholarship check has been deposited, the Cashier's Office will notify the Scholarship Specialist.

4. Scholarship Posting and Disbursement

After confirmation that the check has deposited, the Scholarship Specialist will:

- Re-verify the student's eligibility enrollment status for the eligible term;
- Enter the scholarship amount to the student's financial aid award
- Notify the Cashier's Office of the scheduled scholarship disbursement date.

Student Outstanding Charges

- Scholarship funds are first applied toward outstanding institutional charges.
- Any remaining credit balance will be refunded to the student through the college's refund process, TouchNet.

Effect on Financial Aid Eligibility

- Outside scholarships are considered financial assistance under federal financial aid regulations.
- Receipt of an outside scholarship may require adjustment of other financial aid awards to ensure the student's total financial assistance does not exceed federal eligibility limits.
- Whenever possible, self-help aid (such as Federal Direct Loans and Federal Work-Study) will be adjusted before grants or scholarships.
- Need-based scholarships are applied toward the student's Cost of Attendance and may reduce the student's unmet financial need.
- Non-need-based scholarships do not increase the student's Cost of Attendance and generally do not reduce the student's unmet financial need. However, they may affect the student's overall financial aid eligibility if total financial assistance exceeds applicable limits.

5. FERPA and Student Privacy

The Financial Aid Office complies with the Family Educational Rights and Privacy Act (FERPA).

Unless the student has provided written authorization permitting disclosure, the Financial Aid Office cannot release student-specific information to scholarship donors, including:

- enrollment status
- GPA
- financial aid awards
- account balances
- Cost of Attendance calculations

General information regarding the Cost of Attendance is available on the Financial Aid website.

Donors seeking verification of enrollment, academic performance, or educational expenses should obtain that information directly from the student unless appropriate authorization has been provided.

6. Returning Scholarship Funds

Donors: Please specify where scholarship funds should be returned if the student fails to satisfy the donor's eligibility requirements or is otherwise unable to receive the award.

Please also provide donor name and mailing address to return to.

If a donor requests that scholarship funds be returned after they have been received by the college, the donor may be required to become an approved vendor before payment can be issued.

Please read our Letters to Vendors

To become an approved vendor please contact our purchasing team:

Email: purchasing@solano.edu

Subject Line: Scholarship Donor/Company Name – Vendor Application

Attach the following required documents to the email. (Click on the following to access)

- Vendor Application
- IRS Form W-9
- Any additional documentation requested by the Purchasing Department

Solano Community College Reservation of Rights

Solano Community College reserves the right to return scholarship funds that cannot be administered in accordance with donor instructions, institutional policy, or applicable federal and state regulations.

All reasonable efforts will be made to resolve any issues that may arise with the donor and student before returning the funds, when permitted by applicable federal and state regulations and institutional policy.

The Financial Aid Office will make reasonable efforts to honor donor restrictions; however, institutional policy and applicable federal and state regulations take precedence.

If a scholarship check or award letter does not specify an award period or expiration date, the College reserves the right to return the funds if the student is not eligible to receive the scholarship within one academic year of receipt.