

## SCHOLARSHIP ACCEPTANCE CONDITIONS

### TERMS OF SCHOLARSHIP AWARD

1. The contract must be signed and returned within 30 days after the date issued. Enrollment is required within 30 days of the returned contract or 30 days after the enrollment period opens.
2. A student may receive only ONE Cowley College scholarship (with the exception of a Foundation scholarship). Institutional scholarships will not exceed 18 credit hours of tuition and/or textbook rental per fall and spring semesters. Flat-rate classes covered by the scholarship are paid at students' residential rates.
3. All students on scholarship are responsible for any tuition, textbooks, and fees above the 18-credit-hour limit for the fall and/or spring semesters. The annual scholarship amount will be paid in two installments for the fall and spring semesters only. Summer scholarships are not included.
4. Students are required to remain on the same scholarship for both the fall and spring term. If a special circumstance should arise that warrants a change, the Student must complete the transfer form and be approved by both the original and new scholarship awarder.
5. Students awarded a tuition and textbooks scholarship are required to live on campus unless living locally with a parent/guardian within 30 miles of a Cowley College campus.
6. The scholarship will not be credited to the student's account until the signed contract is returned to the College and the student is enrolled in the required minimum number of credit hours as stated on the contract.
7. Textbook scholarships apply only to those materials, obtained through the Cowley Bookstore, for courses in which the student is currently enrolled. The textbook scholarship also covers digital access to course material fees that are delivered electronically through Blackboard.
8. When visiting the Cowley Bookstore to obtain scholarship materials, students must present their Cowley student ID card and current class schedule. For 16-week courses, students have until the end of October for the Fall term and the End of March for the Spring term to obtain all scholarship materials. For all courses shorter than 16 weeks, students will have one week after the start of the course to obtain scholarship materials.
9. **Students who receive textbook scholarships are required to return the textbooks to the Cowley Bookstore in good condition at the conclusion of each semester. Any textbooks that are damaged, lost, stolen, or left unreturned at the conclusion of the term will be charged, at the full retail value, to the student.**
10. Scholarships will not pay for charges associated with "test out" courses, internet fees, or graduation and transcript charges.
11. Scholarships will not pay for courses taken for dual or concurrent credit while in high school.
12. Scholarship recipients agree not to hold Cowley College or any of its employees liable for any injury or property damage incurred while participating in a scholarship activity.
13. Students who completely withdraw from all classes will be required to pay for a minimum of 6 credit hours before being considered for any reinstatement of a scholarship. Upon withdrawal from classes, students are required to return textbooks to the Cowley Bookstore immediately. Students who withdraw from courses will be charged the full retail price of any consumables (lab manuals, lab kits, access codes, bundles, etc.) that were issued to them and are no longer in new condition.

### SCHOLARSHIP RENEWAL INFORMATION

1. Cowley College students are expected to be independent, mature, and responsible in their decisions and actions. Scholarship recipients who do not uphold these standards are subject to immediate scholarship suspension. Students who attend classes full-time and in consecutive semesters are eligible to have their scholarship renewed up to the maximum of 4 semesters, until degree requirements have been completed, or as indicated on the scholarship contract. Students who meet the renewal criteria will be automatically renewed upon approval by the awarder. The student must have been enrolled in and **successfully completed the** minimum number of credit hours each semester and maintain the GPA specified on the scholarship contract, along with any additional requirements required by the scholarship Awarder. If specific requirements are not met, the awarder may cancel your scholarship at the end of the semester.
2. Students must maintain passing grades in the required course(s) for their scholarships and adhere to the GPA requirements to remain in good standing. Student eligibility follows the Cowley College SAP guidelines, which can be found on our website.
3. **Warning:** Students who have not abided by the GPA or credit hour requirements on the contract will be put on warning scholarship status at the end of the semester, unless the student fails all classes or does a complete withdrawal from all classes.
4. **Denial:** Students who have not met the requirements of the GPA, credit hours, or additional requirements at the end of the warning semester will be on scholarship denial. Students who fail ALL classes or do a complete withdrawal from all classes will go on Automatic Denial with no warning semester. Students will need to pay for a minimum of 6 credit hours before the scholarship will be reviewed for reinstatement. Any additional requests will be reviewed by the Scholarship Committee.
5. **Scholarship Reinstatement:** Students may reapply once they have completed a semester at their own expense and demonstrated that they have met the GPA or additional requirements and full-time status of scholarship requirements. After these requirements have been met, the student should send a letter to the Scholarship Committee requesting that the scholarship be reinstated. Reinstatements will be considered on a case-by-case basis.
6. **Appeal Process:** Students who have extenuating circumstances or want to appeal these scholarship guidelines may write a letter of appeal to the Scholarship Committee. This appeal letter will be reviewed by the Scholarship Committee and Scholarship Awarder before a decision is rendered. The student will be notified of the decision of the committee.

Questions regarding these conditions may be directed to the Scholarship Office, 620.441.5304 or [scholarships@cowley.edu](mailto:scholarships@cowley.edu).

**Please sign the scholarship contract and return it to: Cowley College Scholarship Office, 125 S. 2<sup>nd</sup> Street, Arkansas City, KS 67005.**  
***Scholarship contract terms and conditions are subject to change based on federal regulations or institutional needs.***