

Date Updated and Published: November 2016**Revision History:****Review: Annually****Last Date Reviewed:** February 2020

POLICY

Bethel University students are allowed to change scholarship programs at the end of each semester. To change programs, a scholarship release must be approved and submitted to financial aid from an appropriate official of the student's previous and new designated scholarship provider. Students who change programs are subject to a scholarship reduction.

No student will be allowed to change scholarship providers and receive an increase in scholarship funds without approval from the Vice President of Finance/CFO. A request, via email is acceptable, from the new provider with the approval of the previous provider, will need to be submitted for approval. The request will need to state the need for the financial adjustment.

PROCEDURE

- 1) The student is to notify his/her current scholarship provider that he/she would like to explore options with other departments on campus.
- 2) Once the student communicates with his/her current scholarship provider, he/she will be allowed to communicate with the scholarship provider he/she wishes to transfer. If the new program/provider is willing to accept the student, an appropriate official of the new program/provider will contact an appropriate representative of the current program/ provider.
- 3) If the two programs/providers have agreed to allow the student to transfer, the designated scholarship provider will email a release to the Financial Aid Office for the appropriate semester.
- 4) The new scholarship provider will then submit a new contract to the Financial Aid Office for the revised scholarship amount.

RESPONSIBILITY PARTIES

Vice President of Finance/CFO, Program Supervisors/Directors, University Financial Aid personnel

PUBLICATION

This policy is published on the University's website.