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POLICY

Annually, the University awards institutional aid (scholarships) to students in varying amounts for a variety of activities. The following policies assist the Office of Financial Aid in administering University scholarships in a fair and equitable manner to all University students.

- 1) Students must be full time to receive a Bethel University scholarship.
- 2) Bethel University scholarships are limited to ten (10) semesters (five (5) years).
- 3) Bethel University scholarships are not available for summer term.
- 4) Bethel University scholarships, when combined with federal, state, and other scholarships/grants, cannot exceed a student's direct cost. Direct cost for a commuting student is tuition and fees. Direct cost for an on campus student is tuition, fees, double room, and board. Books are not included in direct cost.
- 5) Bethel University scholarships are set in the fall for the entire year. No additions or changes can be made to scholarships (contracts) after classes start in the fall, except as approved by the Vice President of Finance/CFO.
- 6) If changes are made to a scholarship (contract) before classes start, the Office of Financial Aid must receive a new scholarship (contract) with the new amount before it will be changed.
- 7) A scholarship (contract) must indicate whether the scholarship (contract) amount is for on campus or commuter status. If a student changes residency status, the scholarship (contract) amount will be changed to reflect the same percentage of direct costs.

- 8) If a student wishes to change University programs, he/she can only do so at the start of a new term. The Office of Financial Aid must receive a completed Scholarship Release Form and a scholarship (contract) from the new program before classes start (See Policy #3.800).
- 9) Satisfactory Academic Progress (SAP) is checked at the end of each term. A student on financial aid cancellation is not eligible for any aid, including institutional aid.

RESPONSIBLE PARTIES

The Director of Student Financial Aid is responsible for monitoring and enforcing this policy. Any exceptions must be approved by the Vice President of Finance/CFO. Any reports of noncompliance will be directed to the Vice President of Finance/CFO.

DISSEMINATION

This policy is published on the University's website.