

STATE OF OHIO
BOARD OF CAREER COLLEGES AND SCHOOLS
30 EAST GAY STREET, SUITE 2481 COLUMBUS, OHIO 43215-3414
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APPLICATION INSTRUCTIONS FOR INSTITUTIONAL
GRANTS AND SCHOLARSHIPS

Institutional grants and scholarships are financial assistance programs offered and administered by schools. Institutional grant and scholarship award plans provided and administered by the school must be approved by the board, prior to the awarding of any grants or scholarships by the school. The institutional grant or scholarship plan must be printed in the school catalog or bulletin with relevant information concerning the application and eligibility process for the awards.

1. CLASSIFICATION OF INSTITUTIONAL GRANTS & SCHOLARSHIPS

A financial assistance program is classified as a scholarship if it meets the following criteria:

- (1) Eligibility is based upon subjective criteria (such as academic or extracurricular achievement in high school).
- (2) The person(s) who determine eligibility are not affiliated with the school.
- (3) The scholarship is awarded to a student prior to their enrollment in school.

A financial assistance program is generally classified as a grant if it meets criteria such as:

- (1) Eligibility is based upon objective criteria such as financial need.
- (2) The person(s) who determine eligibility are employed by the school.
- (3) The grant is awarded to a student after their enrollment in school.

2. INSTITUTIONAL SCHOLARSHIP REQUIREMENTS

Since institutional scholarships may be offered to students prior to their enrollment in school, the Board has established the following requirements for schools offering scholarships in order to assure that they are not used as recruiting tools:

- (1) All scholarship awards should be chosen by a committee of persons who are not employed by the school.
- (2) The names of scholarship applicants who are not awarded a scholarship should not be released to the school without board approval.

3. INSTITUTIONAL GRANT REQUIREMENTS

Institutional grants are typically used as financial assistance mechanisms to assist students who fall within a particular class (e.g., veterans, displaced workers, etc.) or as a means to assist students who have a financial need. In order to avoid conflict with the Board's tuition discounting rules, eligibility for institutional grants and the amount awarded through the grant program should be based upon specific objective criteria.

Failure to provide the necessary documentation will delay your application and possible approval.

(Revised 11/11)