## ADMINISTRATIVE PROCEDURE MANUAL



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## Purpose

The purpose of this procedure is to establish the criteria and procedures for awarding and renewing Talent Scholarships (Athletics, Co-Curricular, Digital Media and Fine Arts).

## Procedures

- A. Student Eligibility
  - 1. All Talent Scholarship applicants (hereinafter "applicants") must be enrolled in at least six (6) credits per semester to receive a one-half (1/2) scholarship, at least nine (9) credits per semester to receive a three-quarter (3/4) scholarship and a minimum of twelve (12) credits per semester to receive a full-time scholarship.
  - 2. Applicants must have completed a Free Application for Federal Student Aid (FAFSA), unless the applicant is determined to be a non-U.S. citizen.
  - 3. Applicants must meet Satisfactory Academic Progress (SAP) standards. However, students who are only failing SAP due to exceeding the maximum timeframe (the 150% rule) are still eligible to apply and are not disqualified based on SAP status alone.
  - 4. Applicants must not be in default of any Federal Student or Parent loans (if applicable).
  - 5. Applicants must meet a minimum of a 2.5 cumulative high school grade point average (GPA) for first time in college (FTIC) students or have a minimum 2.0 cumulative GPA for returning college students.
  - 6. Applicants must be identified by faculty/staff for scholarship consideration. Additionally, the completed contract must be filed with the Financial Aid Director prior to the final exam week of the term in which the Scholarship is awarded.
- B. Provisions of the Talent Scholarship
  - 1. Talent Scholarships may be awarded by academic year or by term.
  - 2. Talent Scholarship recipients (hereinafter "recipients) will receive a specified award amount based on enrollment status and may be adjusted based on need.
  - 3. Awards cannot exceed the cost of attendance (tuition, fees, books and other expenses as allowed by Financial Aid).
  - 4. The College will fund up to twelve (12) credits of remedial course work. For purposes of Talent Scholarship funding, the number of college credit attempts will be calculated from the date a Talent Scholarship is first awarded.

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- 5. The Financial Aid Director, or designee, will coordinate awards and ensure that all conditions of eligibility have been met.
- C. Requirements of the Talent Scholarship
  - 1. Recipients who are attempting a class for the third time will be charged the current out of state fee. However, Florida State College at Jacksonville (FSCJ) will award in-state tuition coverage toward said class.
  - 2. The Department issuing the Talent Scholarship may impose additional requirements that are to be written and provided to the Applicant before acceptance. The additional requirements with the recipient's signature must be attached to the Talent Scholarship.
- D. Renewal Criteria and Continued Eligibility
  - 1. Talent Scholarship agreements are awarded on an annual or semester basis.
  - 2. A new contract must be signed each academic year (or each semester if awarded on a semester-by-semester basis).
  - 3. Talent Scholarship renewal applicants must file a FASFA and complete Financial Aid processes and meet all above-mentioned Talent Scholarship criteria. Recipients who complete the FAFSA by the established deadlines, and are found to be eligible, and complete the financial aid process may be exempt from the initial deadlines for course payment. Tuition would be deducted from their financial aid award when posted.
  - 4. At the end each term, recipients must have achieved a cumulative 2.0 FSCJ Talent Scholarship GPA to maintain their scholarship eligibility.
  - 5. Continued eligibility is not guaranteed and is dependent on funding and approval.
- E. Appeals
  - 1. Recipients will have the opportunity to appeal the loss of a scholarship if there are extenuating circumstances. All appeals will be evaluated by the Financial Aid Office and recipients will be notified in writing about the status of their appeal by the Financial Aid Office.
  - 2. Recipients whose appeals are denied (or who do not pursue an appeal) can apply for and be awarded another scholarship after having completed one successful semester of attendance that meets the following conditions:
    - a. Must be enrolled and have successfully completed a minimum of six (6) semester hours.
    - b. Must meet all criteria established for the particular Talent Scholarship.

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REFERENCES: F.S. 1001.64, 1001.65

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