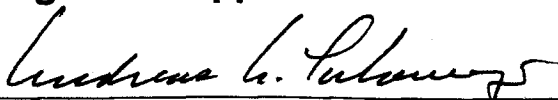


# ADMINISTRATIVE RULES

<b>Title:</b> INSTITUTIONAL SCHOLARSHIPS	<b>Identification:</b> 6HX-10-5.402 <b>Page:</b> 1 of 3 <b>Effective Date:</b> January 19, 1994
<b>Authority:</b> F.S. 240.319 SBE 6A-14.0247; 6A-14.0262	<b>Signature/Approval:</b> 

## PURPOSE

The purpose of this administrative rule is to establish College policy regarding the establishment and distribution of institutional scholarships at Hillsborough Community College.

## RULE

Student financial aid fees may be established and collected at the College in accordance with the appropriate laws of Florida, rules of the State Board of Education, and the College's administrative rules and procedures.

Student financial aid fees will be used to establish institutional scholarships. The President is authorized to initiate institutional scholarships, approve annual funding allocations for institutional scholarships, set the minimum and maximum award amounts for each of the College's institutional scholarships and develop administrative procedures for the implementation of institutional scholarships.

Student financial aid fees will be increased in accordance with the appropriate Florida Statute each time the tuition is increased to maintain sufficient funds for scholarships.

Institutional scholarships will be awarded to the College's students based on incentive or demonstrated financial need.

Incentive scholarships provide financial assistance to students in recognition of their performance or special talent in their areas of expertise. Incentive scholarships are awarded according to the recommendation of the President or his/her designee. The following scholarships are illustrative, but not inclusive, of the College's incentive scholarships:

- Art Scholarships
- Board of Trustee Scholarships
- Athletic Scholarships
- Drama Scholarships
- Minority Incentive Scholarships
- Music Scholarships
- Presidential Scholarships
- Publications Scholarships
- Student Support Services Incentive Scholarships

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In establishing criteria for incentive scholarships, the College does not include any restrictions that may tend to screen out individuals because of a physical or mental impairment. In the case of athletic scholarships, students with disabilities are considered for scholarships if their disability does not limit their ability to participate in the sport.

Nominations for incentive scholarships including Art, Athletic, Drama, Minority, Music, Publications and Student Support Services Scholarships are made by the appropriate department. Presidential scholarship nominations are made by each Hillsborough County high school principal. Nominations for the four (4) Board of Trustee's scholarships will also be made by each Hillsborough County high school principal. Nominations are sent to the Financial Aid Office where awards are finalized. Scholarship recipients are notified of their award by the Financial Aid Office. Students must accept the awards by signing and returning the original award letter to the Financial Aid Office. Students may use their award to pay for their tuition and fees at the time of registration.

Need based scholarships reflect the College's commitment that no student will be denied access to the College because of financial need. All need based institutional scholarship recipients must demonstrate their financial need via a federally approved needs analysis service. The following scholarships are illustrative but not inclusive of the College's need based scholarships:

**HCC Need Scholarships  
Minority Need Scholarships  
Student Support Services Need Scholarships**

Students with disabilities who apply for any need scholarships are encouraged to notify the Financial Aid Office regarding any additional expenses that they may incur as a result of their disability.

All institutional scholarship recipients must be degree seeking, enrolled for the appropriate amount of credit hours and meet the standards of academic progress indicators that are required of the College's financial aid recipients.

All institutional scholarship recipients must meet the eligibility requirements of their respective scholarships. Eligibility requirements will be annually promulgated by the College's Financial Aid Officer.

A student may receive only one institutional scholarship per academic term unless mitigating circumstances occur. The President or his/her designee may award a student two institutional scholarships per academic term provided that mitigating circumstances are documented in the student's financial aid file. All student financial aid files will be maintained in the district Office of Financial Aid.

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All HCC scholarships are advertised through various means including the HCC Scholarship booklet, the College catalog and the HCC Financial Aid brochure. All students must apply annually and be nominated by the appropriate department. Presidential scholarship recipients are not required to reapply for the second year and are renewed automatically if they have met the renewal criteria.