

CET Scholarship Rules & Processes

- I. Scope
 - a. These rules and procedures apply to Continuing Education and Training (CET) courses and programs.
 - b. These rules and procedures apply to CET scholarships administered by HCC.
 - c. Grantor requirements may supersede these rules and procedures.
- II. Scholarship Awards & Review
 - a. Each scholarship shall be awarded in accordance with the scholarship's parameters and the applicant's zip code will be noted on all tracking documentation. (Zip codes are required for RELIEF and Ratcliffe scholarships specifically.)
 - b. The CET Coordinator of Academic Operations shall review and confirm each scholarship award or denial before a student is notified of an award or denial.
 - c. A notice of award or denial shall be issued in writing or via email to the student's email address on file with the college. When OwlMail is available, notifications should be sent to the student's OwlMail account.
 - d. When a scholarship denial is issued, the basis for such denial shall be identified in the notification.
- III. Concurrent Scholarships
 - a. If a student applies for scholarships to take two (2) or more CET programs that are offered during periods that substantially overlap, the student will be eligible for funding for only one (1) program so long as they meet the eligibility criteria for the scholarship.
 - i. Substantial overlap means that cumulative instructional time for the concurrent programs is greater than forty (40) hours per week.
 - ii. If a student is denied a scholarship under this section, the student shall be advised of such denial in writing.
 1. If a program for which a scholarship has already been awarded is currently in progress, that scholarship shall continue.
 - a. Sample notification letter:
 - i. Dear xx
You have applied for [insert number] scholarships for CET programs [insert program names and scholarship amounts] in which the instructional periods substantially overlap. As these programs overlap, we are able to continue your scholarship for the program that you currently have in progress. However, we are not able to award you a second scholarship at this time.

HCC wants you to be successful in your career preparation and we welcome you to apply for future scholarships. Please contact [insert

program manager] at [insert email and phone] to discuss future scheduling and funding opportunities.

2. If neither program has started, the student must elect in writing the one (1) program scholarship they would like to receive.

- a. Sample notification letter:

- i. Dear xx

You have applied for [insert number] scholarships for CET programs [insert program names and scholarship amounts] in which the instructional periods substantially overlap. As such, you are only eligible to receive one scholarship at a time. Please respond to this email with your selection as to which scholarship and program you wish to proceed.

HCC wants you to be successful in your career preparation and we welcome you to apply for future scholarships. Please contact [insert program manager] at [insert email and phone] to discuss future scheduling and funding opportunities.

IV. Unsuccessful Course or Completion or Incompletion or Course or Program

- a. Failure to successfully complete a course or program for which a scholarship was awarded may adversely impact a student's eligibility and/or priority for future scholarships in the same or other courses or programs.
- b. A student who twice fails to successfully complete a course or program for which a scholarship was awarded is not eligible to receive any additional CET scholarships.
- c. A student may repeat an HCC administered scholarship-funded course or program once if grant funding is still available and the student continues to meet the eligibility requirements.
- d. A student may not repeat an HCC administered scholarship-funded course or program a third time using scholarship funding administered by HCC. A student may repeat a course or program for a third time provided payment is made for the course or program via a method other than an HCC administered scholarship.

V. Appeal of Scholarship Denial

- a. If a student is denied a CET scholarship, they may appeal to the Associate Dean for Continuing Education and Training.
 - i. An appeal must be submitted on the Application for Appeal of Denial of CET Scholarship within fourteen (14) days of the issuance of the written denial.
 - ii. An appeal of a scholarship denial based upon Section III of these Rules and Processes should be grounded in why the student can be successful in current programs and may include:
 1. Prior learning in a topic;
 2. Prior job experience;
 3. Student's employer's requirements; and
 4. Other evidence of a likelihood of success in concurrent programs.
 - iii. An appeal of a scholarship denial under section IV of these Rules and Processes must be based upon extenuating circumstances that prevented successful

- completion of a course or program such as death in immediate family, serious illness/accident/medical condition, or other significant extenuating circumstances.
- iv. An appeal of scholarship denial based upon inability to meet eligibility criteria, documentation must be provided to prove that a student meets eligibility criteria.
 - v. An appeal of scholarship denial based upon financial ineligibility may be supported by a documented change in financial situation and/or evidence that supports a dependency override.
 1. An appeal based upon change in financial situation must be supported by a completed Professional Judgment Request Form.
 2. An appeal based upon circumstances that make it unreasonable to expect a parental contribution must be supported by a completed Dependency Override Form.
 - vi. A student must provide written documentation that supports their grounds for appeal. The burden of documentation to substantiate the appeal rests with the student. No appeal will be considered without appropriate documentation.
 - vii. The Associate Dean shall consider the following in determining if an exception and award is appropriate.
 1. Extenuating circumstances that prevented successful completion of a course or program
 2. Prior learning in a topic
 3. Job experience
 4. Job requirements
 5. Duration and extent of the overlap between programs
 6. Academic status, including prior performance
 7. Registration and scholarship history
 8. Lack of future funding availability
 - viii. The decision of the Associate Dean will be issued in writing to the appellant within seven (7) days of receipt of the Application for Appeal of Denial of CET Scholarship.
 - ix. The decision of the Associate Dean will be final.