

Manhattan Area Technical College
Institutional Guideline Manual

Policy No. 5.7.1

Title: Scholarship Promotion and Award Guideline	
Originated by: Counselor Signature	Date
Approved: Signature	Date
Reviewed: July 13, 2011	Revised: July 21, 2011

Policy Statement: Students will be apprised of all applicable national, state, local, and institutional scholarship opportunities throughout their stay at MATC.

Rationale: Scholarship monies serve as a supplementary source of financing, which enhances students' prospects of initiating/furthering their respective educational pursuits and attaining their career goals.

Procedure:

1. Institutional scholarship information is disseminated to all MATC students via admission correspondence.
2. Scholarship announcements, in the form of main campus display cases, individual e-mail messages, and department bulletin boards, are regularly delivered to students over the course of the academic year.
3. Scholarship applications are made available to students through the counselor's office and are distributed via e-mail to students.
4. Institutional and various local scholarship applications are screened/reviewed by the MATC Scholarship Committee and awarded appropriately and in a timely manner.
5. Institutional and local scholarship recipients are recognized through campus/commencement/community presentations, college newsletters, and area newspapers.