

Lee L. Powers Service Scholarship Terms and Conditions
(You must sign, date, and return this form to the Financial Aid Office in order for your scholarship award to be official.)

Determination of Award: The Lee L. Powers Service Scholarship is awarded **annually** to students who are seeking a certificate, diploma, or degree within an academic program and do not qualify for financial aid funds in an amount great enough to cover the full cost of tuition and fees. Students receiving this scholarship must possess a high school diploma or the equivalent in accordance with the Admissions Policy of Isothermal Community College and be legal residents of the State of North Carolina residing in Rutherford or Polk County. Students are eligible to receive the Lee L. Powers Service Scholarship for a maximum of six (6) semesters of full-time funding or if part-time the prorated equivalent.

Amount of Award: The Lee L. Powers Service Scholarship is intended to ensure total funding for tuition and fees for all recipients enrolled during the **fall and spring semesters of an academic year**. In the event that funds are insufficient for making awards to all qualified applicants, awards will be processed based on the date the student's financial aid file was complete. Please note the Lee L. Powers Service Scholarship **will not** be awarded for the **summer semester**. The actual amount of the scholarship will be determined by the number of applicants and revenues on hand.

Enrollment Status: The Lee L. Powers Service Scholarship is awarded based on the student's enrollment status. Enrollment status is **not** determined on the first day of the semester. **Enrollment status is determined at the census (tuition refund) date as published in the Student Handbook.** Award amounts will be reduced for students dropping or no showing in classes prior to this date. This will result in the student owing all, or a portion, of their tuition and fee charges for the semester. The above definitions apply to all terms.

Community Service: Students awarded scholarship monies are required to complete a minimum number of community service hours based on the amount of funds they received. Students will be required to complete one (1) hour of community service per every \$60 of funding they receive. For example, a student receiving \$548.00 would be required to complete nine (9) hours of community service by the date published on the Community Service Verification Worksheet. **Scholarship recipients are never required to complete more than 15 hours of service per semester, fall and spring.** Students will receive written notification indicating the required number of community service hours to be completed each semester. This notice will be mailed once all final charges have been posted to student accounts. Students are strongly encouraged to begin completion of community service hours upon notification of scholarship award. Community service hours must be completed after official annual notification or within the term in which the scholarship is awarded. Excess community service hours completed will be banked and applied toward service hour requirements for future semesters. If you have questions regarding your community service hour requirements contact the Powers Scholarship Coordinator at 828-395-1438.

Students must complete community service hours **and** submit the community service verification worksheet by the date noted on the bottom of the worksheet. Failure to submit the community service verification worksheet by the proper deadline will prevent students from receiving this scholarship. In this case, students will be required to pay their own tuition.

Academic Progress: Students receiving the Lee L. Powers Service Scholarship must demonstrate satisfactory academic progress (SAP) as outlined in the SAP handout. Students failing to meet the standards outlined in the SAP handout are placed on financial aid warning or suspension. Those placed on suspension may appeal their status by following the appeal process as outlined in the SAP handout. Evaluation of academic progress will occur at the end of each semester.

Re-Application: The continuation of Lee L. Powers Service Scholarship from year to year is **not** automatic. If you plan to enroll in college next year, you **must** re-apply for Lee L. Powers Service Scholarship by completing the new Free Application for Federal Student Aid (FAFSA). This application is available online at www.fafsa.gov by mid-January of each year.

Review and Adjustment of Award: The Financial Aid Office reserves the right to review and adjust or cancel an award due to changes in financial, enrollment, or academic status. Awards also may be adjusted or canceled if an error is made in determining eligibility for aid or calculating the amount of aid or if information on the application or need analysis is determined to be incorrect.

Outside Awards: Students receiving aid from sources outside the institution, such as WIA and/or private scholarships, must notify the Financial Aid Office so that this aid can be coordinated with other assistance. The North Carolina Community College Grant (NCCCG) and private scholarships, unless otherwise specified by the donor, will be applied to tuition charges.

Recipients of the NCCCG will receive an additional scholarship award. The award amount will be equal to the NCCCG award amount. This award can **only** be used to purchase textbooks (no supplies) in the Isothermal Community College (ICC) Bookstore. Excess funds remaining on the student's account will be returned to Powers Scholarship Fund. Students will not receive a check for this award.

Repayment: Students are not required to repay the Lee L. Powers Service Scholarship under any circumstance.

Failure to Return to School: The Lee L. Powers Service Scholarship is awarded based on enrollment. This scholarship will be canceled for students who fail to enroll fall or spring semester.

Changes: A student should notify the Financial Aid Office in writing of changes in his/her name, address, home telephone number, academic program, or enrollment status. **He/She is required to notify the Financial Aid Office if withdrawing from all classes.**

*** **Federal Income Tax Return:** Scholarships which have a community service component, such as the Lee L. Powers Service Scholarship, may be considered taxable income. The Internal Revenue Service regulation outlined in Publication 970 stipulates scholarship recipients must report the amount they received for tuition and books. Any amount you receive from the Lee L. Powers Service Scholarship may be subject to be reported each year on your Federal Income Tax Return as income. We would encourage you contact your tax advisor who should be familiar with this regulation for further guidance.

I have **read and understand** the above terms and conditions of my scholarship award, the institution's Satisfactory Academic Progress policy, Student Record policies, and the Community Verification Sheet Instructions located online at <http://www.isothermal.edu/current-students/financial-aid/forms/index.html>.

Signature of Student

Date Signed

Student ID Number

Last four digits of SSN

Return one copy to the Financial Aid Office. Retain the second copy for your records.

ICC210.doc May 2015

Satisfactory Academic Progress for Financial Aid Recipients

Federal, state, and institutional regulations require students receiving financial aid to maintain satisfactory academic progress. Financial aid includes, but is not limited to: the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, all North Carolina aid programs, and all institutional aid programs. The institution's Satisfactory Academic Progress policy must include two major components: 1) a qualitative measure and 2) a quantitative measure (comprised of three subcategories). These components are explained below. Individual programs may have additional or varying requirements. Both the qualitative and quantitative standards are cumulative and include all periods of enrollment at ICC, even those for which the student did not receive financial aid funds.

Qualitative Measure

A student receiving financial aid at Isothermal Community College (ICC) must maintain a financial aid cumulative grade point average (FA-GPA) at or above a 2.00. The cumulative FA-GPA will be evaluated at the end of each semester. Any student having a cumulative FA-GPA that is less than 2.00 shall be placed on financial aid warning for the next term they attend, consecutive or otherwise. The student will be notified of his/her warning status in writing by the Financial Aid Office and may receive financial aid during the warning term of enrollment. A student whose cumulative FA-GPA does not meet the 2.00 requirement by the end of the warning term will be placed on financial aid suspension. All aid will be terminated until the student meets the minimum required cumulative FA-GPA.

Please note the following conditions:

- For the qualitative measure, the FA-GPA will be cumulative and **all** grades, including developmental, for classes in which the student was enrolled as of the census date of each academic term will be counted.
- Cumulative FA-GPA is computed by dividing the total number of quality points earned by the total credit hours attempted. For financial aid purposes, an incomplete grade (I) is treated as a failing grade until the final grade has been determined.
- Classes in which the student has been listed as a "No Show" have no grade value and will not be included in the FA-GPA calculation.

Quantitative Measures

Maximum Timeframe

Students receiving financial aid will have a maximum timeframe in which to complete¹ a program of study. Regulations require the timeframe be no more than 150% of the established length of the program. At ICC, the 150% timeframe will be measured in terms of credit hours attempted.² Once the student has attempted 150% of the credit hours required for their program, eligibility for financial aid at ICC ends. Developmental courses are excluded from this calculation.

Example: If a program requires 60 credit hours to complete, a student must complete their program within 90 attempted credit (60 x 150% = 90).

¹In order for a program to be considered complete, the student must fulfill the following requirements:

- complete all required courses for the program
- submit an application for graduation
- receive approval for graduation from the Registrar's Office

² For the quantitative measure, credit hours attempted will be cumulative and include **all** hours for which the student was enrolled as of the census date of each academic term.

*The maximum timeframe regulation does not apply to Lee L. Powers Service Scholarship Recipients.

Progression Rate

Students are also required to successfully complete 66.5% of cumulative credit hours attempted. Grades of NS (no show) and Y (audit) will not be counted as attempted or successfully completed. Developmental courses are excluded from this calculation.

Quantitative progress will be evaluated at the end of each term. Any student not successfully completing 66.5% of the cumulative credit hours attempted shall be placed on financial aid warning during the next term they attend, consecutive or otherwise. The student will be notified of his/her warning status in writing by the Financial Aid Office and may receive financial aid during the warning term of enrollment. A student whose cumulative completion percentage does not meet the 66.5% requirement by the end of the warning term will be placed on financial aid suspension. All aid will be terminated until the student meets the minimum required cumulative completion percentage.

Example: 32 cumulative credit hours attempted. $32 \times 66.5\% = 22$ cumulative credit hours must be successfully completed.

Developmental Coursework

Students who are required to take developmental courses, as determined by placement testing, may receive financial aid for up to 30 attempted credit hours of developmental course work. Once a student has attempted the maximum 30 credit hours, developmental credit hours will no longer be included when calculating the student's enrollment status. Grades earned in developmental courses will be included in calculating the financial aid grade point average for financial aid purposes. Developmental course work is not included in the Maximum Timeframe or Progression calculation.

Effects of Previous Credits

Transfer Students

Any student transferring from another college who has no previous ICC credit will be considered to be making satisfactory progress at the time of his/her enrollment. Credit hours accepted for transfer will be considered hours attempted and successfully completed. Transfer credit hours will be counted in the student's maximum timeframe.

ICC Returning Students

Returning students' FA-GPA will be carried forward, subject to the institutional policy regarding transfer of credit within the institution. All quarter hours attempted will be converted to semester hours and carried forward. This policy is in accordance with federal regulations stating that satisfactory academic progress standards must cover all periods of the student's enrollment regardless of whether financial assistance was received during those periods.

ICC Graduates

Student who graduate from a program at ICC and desire to pursue another degree will assume the maximum timeframe of the new program. All previously attempted credit hours will be included.

Procedure for Reinstatement of Financial Aid

Students who have been terminated may reestablish eligibility for financial aid in one of two ways: 1) by enrolling in subsequent semester(s) at his/her own expense until satisfactory academic progress is achieved, or 2) by the appeals process. If a student's appeal is denied, the student must successfully regain eligibility in both qualitative and quantitative standards before financial aid will be reinstated. Retroactive payments of financial aid for periods in which a student did not meet satisfactory progress standards are prohibited.

Procedure to Appeal Financial Aid Suspension

To appeal financial aid suspension, a student must be able to demonstrate the existence of mitigating circumstances. Mitigating circumstances include, but are not limited to: serious injury or illness of the student or immediate family member, death of an immediate family member (spouse, child, sibling, or parent), significant trauma in the student's life, or other unexpected circumstances beyond the control of the student. Documentation of the mitigating circumstance is required. The student must prove that the mitigating circumstances have been resolved and will no longer be a detriment to the student's performance. The student's prior academic performance and withdrawal rate will be closely scrutinized in the appeal process.

Appeal Processes

Students appealing financial aid suspension must complete the Satisfactory Academic Progress Appeal Form and return it to the Financial Aid Office along with supporting documentation. Documentation to support the appeal is **required**. Incomplete forms or forms received without supporting documentation **will not** be reviewed. The Satisfactory Academic Progress Appeal form along with the supporting documentation will be reviewed by a financial aid counselor to determine whether or not mitigating circumstances exist and the appeal is justified. The student's transcript and past performance will be reviewed to determine if the student can reasonably benefit from an additional term. The student will be advised of the decision in writing. If approved, the student will be placed on financial aid probation with an academic plan specifying the criteria that must be met in order for the student to receive financial aid in future semesters. If the student fails to meet the specified criteria, aid will be terminated at the end of the probationary term. The student may submit additional appeals if **new** mitigating circumstances exist.

Students appealing Maximum Timeframe suspension must complete a Maximum Timeframe Appeal Form and return it to the Financial Aid Office along with supporting documentation. The appeal will be reviewed by the Financial Aid Appeals Committee. The student's transcript and past performance will be reviewed to determine if the student can complete the program within a reasonable amount of time. Students will be advised of the committee's decision in writing. If the appeal is approved, the student will be granted a limited amount of time to continue pursuing their degree with the help of financial aid, if otherwise eligible. If the student fails to complete their program within the designated amount of time, aid will be terminated. Additional appeals may be submitted if **new** mitigating circumstances exist.

These policies are subject to change based on institutional, state, and federal guidelines.

Isothermal Community College
Student Records Policy
Policy No: 601-02-07

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An eligible student under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) FERPA also provides parents with certain rights with respect to their child's K-12 education records. However, once a student reaches the age of 18 or enters college, the rights previously held by the parent transfer exclusively to the student. Isothermal Community College students are notified annually of their rights under this law through the Student Handbook, which is available across campus in print and on the college website. (Further information regarding the policy and procedures used to enforce it are available in Student Services.) These rights include:

1. A student has the right to inspect and review the student's education records within 45 days after the day the College receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar or designee will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Records Office, the Registrar shall advise the student of the correct official to whom the request should be addressed.
2. A student has the right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. A student has the right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement

personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or complaint review committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service of function for which the College would otherwise use its own employees and who is under the direct control of the College with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

Upon request, the College also may disclose education records, including disciplinary records, without consent to officials of another school in which a student seeks or intends to enroll. FERPA does not require that the College notify a student when records are disclosed to institutions where the student seeks or intends to enroll, and the College reserves the right to disclose these records without consent or notification.

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from student education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. The College may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within the College whom the College has determined to have legitimate educational interests. This includes contractors, early college officials, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. §99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, such as high school personnel, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. §99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the College's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the College has designated as directory information under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the College's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

At its discretion, the College may disclose directory information in accordance with the provisions of FERPA to include: student name; major field of study; dates of attendance; degrees, honors, and awards received; college email address; photograph; participation in officially recognized activities; enrollment status; and previous schools attended.

Isothermal Community College
Lee L. Powers Service Scholarship
Community Service Verification Worksheet Instructions

Students receiving the Lee L. Powers Service Scholarship are required to complete a minimum number of community service hours based on the amount of funds they received. Students will be required to complete one (1) hour of community service per every \$60 of funding received. For example, a student receiving \$548.00 would be required to complete nine (9) hours of community service by the date published on the Community Service Verification Worksheet. Scholarship recipients are never required to complete more than 15 hours of community service per semester, fall and spring.

Students will receive written notification indicating the required number of community service hours to be completed each semester. This notice will be mailed after the census (tuition refund) date, approximately four weeks into the semester, once all final charges have been posted to student accounts. **Students are strongly encouraged to begin completion of community service hours upon notification of scholarship award. Community service hours must be completed after official annual notification or within the term in which the scholarship is awarded.** Excess community service hours completed will be banked and applied toward service hour requirements for future semesters. If you have questions regarding your community service hour requirements contact the Powers Scholarship Coordinator at 828-395-1438.

Students are encouraged to complete community service for an organization identified on the "Community Service Opportunities" list. If a student chooses not to use an organization from the list, he/she should obtain approval from the Powers Scholarship Coordinator prior to beginning his/her community service hours.

The Powers Scholarship Coordinator must verify that each student has completed the required number of service hours for the fall semester prior to disbursing funds for the spring semester. The community service verification worksheet assists the Powers Scholarship Coordinator in accomplishing this task. Students receive a community service verification worksheet for the fall and spring semester in their award packet. A different color paper is used for each term for identification purposes. Additional copies are available in the Financial Aid Office should the original copy be misplaced. Only one worksheet needs to be turned in per student per semester. Students should bring their completed community service verification worksheet to the Financial Aid Office.

Completing the community service verification worksheet is simple. The student indicates:

1. The name of the organization where the service was performed
2. A telephone number for the organization
3. Description of service performed
4. Dates of service
5. Hours of service
6. A signature from organizational designee or individual who can verify that service was performed.

Once the student has completed the required number of community service hours for the semester, he/she should sign the worksheet in the space provided at the bottom and then submit it to the Powers Scholarship Coordinator. **Worksheets will not be accepted unless they have been properly completed.** Please direct any questions regarding the community service verification worksheet or what constitutes community service to the Powers Scholarship Coordinator.

Students must complete community service hours and submit the community service verification worksheet by the date noted on the bottom of the worksheet. Failure to submit the community service verification worksheet by the proper deadline will prevent students from receiving this scholarship. In this case, students will be required to pay their own tuition.

NOTE: Community service hours must be volunteer and unpaid.

Community Service Opportunities			
Organization	Contact Person	Telephone Number	Type of Work
American Red Cross	Mary Kate McLernon	828-258-3888	As needed
Camp McCall	Ronnie Walker	245-0013	Office, yard work
Carolina House	Sharon Brigman	288-1171	Health Care
Chase Corner Ministries	Regina Johnson	247-0096	Sales Clerk & Other
Chase Middle	Amy Hopps	247-1043	Tutor Children
Church Activities			
Friendship Club/Study Buddy	Mrs. Mills	287-3704	Mentoring
Habitat of Rutherford County	Kim Freeman	248-3178	Building Houses
Habitat Restore	Doug Tribou	245-1698	Stock shelves, unload trucks, sales
Hands of Hope for Life	Karen Hill	247-4673	Pregnancy Center
Holly Springs Senior Home	Brent Allen	245-7781	Health Care
Hospice	Kim Smith	245-0095	
ICC	Karen Harris	286-3636	Clean up days
KidSense Museum	Gale Bisehoff	286-2120	Assist with administrative tasks and programs
Polk County Foothills Humane Society	Michelle	828-863-4444	
Polk County 4-H	Helen Clark	828-894-8218	Volunteers needed in May, June, and July
Polk County High School	Mary Feagan	828-894-2525	
Polk County Senior Center (The Meeting Place)	Pam Doty/Emily Skipper	828-894-0001	
Senior Center		287-6409	
Recreational Departments			
R.S. Middle	Shannon Henson	286-4461	
Rutherford Life Services	Amanda Freeman	286-4352	Help w/activities, filing
Rutherford County Department of Social Services		287-6271	
Rutherford County Guardian ad Litem	Charity Robinson	828-287-3929	
Rutherford Town Revitalization	Cindy Adair	828-287-2071	
Spindale Elem.	Angela King	286-2861	After school tutor 2:30-6:00
Steps of Hope - Second Chance Thrift Store	Edith Lance	828-894-2373	
WNCW - FM (Isothermal Community College)	Stephanie Webb	828-287-8000 Ext. 357	Filing, mailings, etc.
Yokefellow	Carolyn Hardin	287-0776	
Youth Empowerment	Tracy Williams	288-1021	Help disadvantaged/Tutor

Note: Students are encouraged to complete community service for an organization listed above. If a student chooses not to use an organization from the list, he/she should obtain approval from the Powers Scholarship Coordinator prior to beginning his/her community service hours. If you have questions about what constitutes community service please, contact the Powers Scholarship Coordinator at 828-395-1438.

Isothermal Community College

Community Service Verification Sheet

Student Name: _____ Student ID: _____ Semester: Fall 2015

Name of Organization	Telephone Number	Date(s) of Service	Type of Service Performed	Hours	Verification Signature

I certify that all of the above information is true and correct to the best of my knowledge. I also certify that the community service hours reported above were volunteer and unpaid. I understand that I must complete and return the community service verification worksheet to the Powers Scholarship Coordinator by Monday, November 16, 2015

Student Signature

Date

To Be Completed by the Office of Financial Aid:
Total Hours _____

Isothermal Community College

Community Service Verification Sheet

Student Name: _____ Student ID: _____ Semester: **Spring 2016**

Name of Organization	Telephone Number	Date(s) of Service	Type of Service Performed	Hours	Verification Signature

I certify that all of the above information is true and correct to the best of my knowledge. I also certify that the community service hours reported above were volunteer and unpaid. I understand that I must complete and return the community service verification worksheet to the Powers Scholarship Coordinator by Monday, May 2, 2016.

Student Signature

Date

To Be Completed by the Office of Financial Aid:
Total Hours _____