

Guidelines for Student Success Fund South Arkansas Community College Foundation

MISSION STATEMENT

The SouthArk Student Success Fund is established for the sole purpose of financially assisting South Arkansas Community College students, including single parents, with academic/educational needs.

DEFINITIONS

Academic or Educational Needs: *Financial assistance will support the student's expenses for educational needs when he/she is experiencing an interruption in their educational progress or completion of their program.*

Student Eligibility: Financial Aid representative will provide this information to the Student Success Committee for their review to determine if the student is eligible. This information will be sent to the Foundation representative, who will forward to the committee. After votes are submitted, the committee chair will send the committee's decision to the Foundation.

1. Enrolled in a degree and/or certificate program and registered for classes in the current semester.
2. Meet "Satisfactory Academic Progress" (SAP) in accordance with the financial aid office's SAP policy.
3. Working with an assigned advisor leading to a timely graduation/completion to allow for continued pursuit of career or transfer to a four-year program.
4. Enrolled as a full-time (minimum 12 hours) or part-time (minimum 6 hours) SouthArk student.
5. Submit any additional financial aid documentation requested by the Student Success Fund Committee that may provide a status of the student's financial need.

Examples of academic/educational needs include the following: tuition and fees; books and supplies through SouthArk's Bookstore; payment on financial plans or outstanding account balances through SouthArk's Business Office; and/or other needs as determined by the Student Success Fund Committee.

Funds will not be awarded due to circumstances involving assistance to pay for debt consolidation, litigation, poor financial planning, non-essential items (e.g. cable TV, credit card payments, expenses related to vehicles, etc.), bail, or garnishments. Additional non-covered items: payment of bills and other items that are non-academic/non-educational (cell phone bills, house payments, car payments, etc.), as determined by the Student Success Fund Committee.

Funds are not intended as a source of ongoing or regular support. Assistance provided is not a loan and need not be paid back to the fund.

Applications and awards will be facilitated utilizing the following procedure:

1. Qualified applicants may request assistance by submitting an application: sent via email to foundation@southark.edu or delivered to the Foundation Office, suite 209, in the Thomas Administration Building, West Campus.
 - a. This request shall describe the need(s) to be met through financial assistance. The application form shall be requested by the applicant through the SouthArk Foundation Office.
 - b. Nominations for assistance to a qualified student may be made by SouthArk faculty or staff utilizing this same process.
 - c. Qualified applicants may not apply more than 1 (one) time in a calendar year.
 - d. Applications must be complete when submitted.
2. A Financial Aid representative will confirm eligibility status and send to the Student Success Committee as listed in the “Student Eligibility” section on page 1.

The Student Success Fund Committee will:

- a. Review the applicant eligibility.
 - b. Determine the amount of financial assistance to be provided.
 - c. Request other information as needed to determine funding.
3. Committee votes may be sent to the committee chair via electronic submission. In the event that a committee member is absent during an application process (i.e. the committee member is off contract), the academic dean or vice president of the division will be able to vote by proxy for that member. The committee chair will send the committee’s final decision to the Foundation.
 4. Funding will not exceed \$500, as approved by the Student Success Fund Committee. Additional funding amounts outside of these parameters will be at the discretion of committee.
 5. Notification to applicant of approval/denial and the amount of the funding will be given by the Student Success Fund Committee within 5 business days from which the final application packet is received.
 6. The application and distribution of financial assistance will be maintained in a confidential manner, except as otherwise required to provide appropriate administrative oversight of the fund and its activities. (Example: If a student applies for funds, one or more of their instructors may be asked to help with the decision.) Whenever possible, applications for funding from the SouthArk Student Success Fund are to be kept confidential within the committee.

SouthArk Student Success Fund Committee: A committee made up of members from the faculty and staff of South Arkansas Community College. The committee chair shall be invited to serve on the recommendation from the Foundation director. Committee members are recommended by the Cabinet from the following college areas:

- 1 – Administration (optional)
- 2 – Arts & Sciences (includes CIT/AA programs)
- 1 - Career Technical Education
- 1 - Financial Aid/Student Services
- 2 - Health Sciences

Contributing to the Fund:

Although some contributions to the Student Success Fund may be in response to a specific qualified student need, the SouthArk Foundation solicits and accepts designated contributions to support this fund. Maintaining this as a fund will aid in facilitating the timely disbursement of funds as a need arises

Donations to the Student Success Fund may be made at any time through the South Arkansas Community College Foundation, Inc., P. O. Box 7010, El Dorado, AR 71730, designated to the Student Success Fund. Donations to the fund are tax deductible and will be recorded and acknowledged by the Foundation office.

For further information regarding Student Success Fund, contact the SouthArk Foundation at 870-864-7130 or email to foundation@southark.edu.