

SOLANO COMMUNITY COLLEGE DISTRICT
STUDENT SERVICES PROCEDURES

STUDENTS HELPING STUDENTS FUND

Policy #5710

Introduction

The Solano Community College Students Helping Students Fund is designed to provide “one time only” financial assistance to economically disadvantaged Solano Community College students in the form of a grant for textbook purchases. Funding of this program shall be provided by the students through an optional fee, as well as through solicited annual contributions by Solano College administration, faculty, and staff.

Procedures

1. The Director of Student Development shall administer these procedures and take appropriate action, subject to the approval of the Superintendent-President and the Governing Board as required by law.
2. The Students Helping Students Fund shall be advertised in college publications such as the Class Schedule as an optional fee payable at the time of registration as follows:

<u>Fee</u>	<u>Amount</u>	<u>Required of</u>	<u>Refunds</u>
Students Helping Students Fund Donation	\$1	Optional	Non-refundable

3. Fee payment shall be voluntary. The Application for Admission and RSVP script shall include the following prompt: “Yes, I want to donate \$1 toward the Students Helping Students Fund.”
4. The Fiscal Office shall transfer funds reflecting the amount of donations collected from students at the end of each semester into a Special Trust account. Faculty and staff contributions to the fund shall also be placed into this account. A contribution may be made by monthly payroll deduction, or in person at the Student Development Office.
5. The Director of Student Development shall convene a meeting of the Students Helping Students Committee, composed of faculty and staff, to review all applications and select students for awards. The meeting shall occur at the earliest possible opportunity after the first day of instruction in order to make awards no later than the last day of the 1st week of instruction for fall and spring semesters. The number of scholarships awarded is contingent upon the total amount of donations received by the College.

SOLANO COMMUNITY COLLEGE DISTRICT

STUDENT SERVICES PROCEDURES

STUDENTS HELPING STUDENTS FUND (Continued)

Policy #5710

6. Student Eligibility

In order to be eligible to receive a Students Helping Students grant, a student must meet all of the following criteria:

- a. Must be a new, first-time freshman students at Solano Community College;
 - b. Must complete "Students Helping Students" Grant Application;
 - c. Must currently be enrolled in six (6) units at Solano Community College; and
 - d. Must complete a "Fee Waiver Application" and meet the income eligibility guidelines for an automatic Fee Waiver.
7. The "Students Helping Students" Grant Application and "Fee Waiver Application" must be submitted to the Financial Aid Office no later than the first day of instruction for the applicable summer.
8. The Students Helping Students Fund revenues shall be distributed to students as textbook grants of \$250 at the start of the semester on a first-come, first-serve basis. The Director of Student Development shall issue an Authorization Form, with the authorized amount of \$250, which shall be taken by student grantees to the College Bookstore to purchase books and course-required supplies and must be used within the first month of classes. All books and supplies must be purchased at one time. There shall be no credit or cash back provided if the total grant is not spent at one time.
9. In the event that contributions to the Students Helping Students Fund are insufficient to cover the amount of one award during any given semester, the funds will roll over into the following semester for distribution. Any interest earned by the fund will be applied to the principal amount for scholarship distribution.

Governing Board Review: January 18, 2012