



Introduced by: Mayor, Fannie Suvlu
Date: 10/9/17
Public Hearing: 10/26/17 & 11/30/2017

Action: PASSED
Vote: 6 to 0

City of Utqiagvik, Alaska

ORDINANCE #11-2017

**Scholarship Program
Policies and Procedures
Tier System
93-1**

PURPOSE

The purpose of the Scholarship program is to provide financial assistance for tuition, books, fees or room and board to Utqiagvik residents who may not be able to complete their higher education without such assistance. By providing such assistance, the City will be promoting the general welfare by helping its residents to attain education and skills, which will benefit the entire community.

1. **ELIGIBILITY**

Any Utqiagvik resident that the Scholarship Committee finds strong evidence, from the likelihood of returning to the community after his/her higher education and benefiting the community with the education that he/she attained shall be eligible for a scholarship.

2. **REQUIREMENTS**

Applicants must show a need for financial assistance. Applicants must submit a completed application, financial need sheet, letter of acceptance, and high school/college transcripts, and proof a FAFSA was done. All students must submit a new biographical statement each semester.

3. **FINANCIAL ASSISTANCE**

Awards are based on assessment of each applicant's individual needs, the number of applicants, and the amount of funding available.

4. **INFORMATION**

Stop by the City Hall office and see the Scholarship Administrator or call (907) 852-5211, or email scholarships@utqiagvik.us

5. **RESIDENCY**

The City of Utqiagvik scholarships are available to any resident of Utqiagvik that has proof of residency in the City of Utqiagvik for a minimum of thirty (30) days at the time of the initial application.

6. APPLICATIONS AND PROCEDURES

Applicant must submit the following items to the City of Utqiagvik by the deadlines specified in order to be considered by the Scholarship Committee:

Completed Scholarship Applications to include:

- Transcripts as required
- Letter of Acceptance (if initial or transferring)
- Brief Biographical Statement defining goals and career intentions, and intent to return to Utqiagvik
- Proof that a FAFSA was done
Proof of Residency

7. SCHOLARSHIP DEADLINES

All applications must be received or postmarked on the deadlines shown below. All application material must be submitted in completed form, otherwise not be eligible by:

Fall Semester (12+ Credits): August 15th

Winter/Spring Semester (12+ Credits): December 15th

Summer Semester (6+ Credits): May 15th

8. ALLOWABLE PROGRAMS

Scholarships may be awarded to Utqiagvik residents toward attainment of an Associate, Bachelor, Master or Doctorate degree or Certificate of Completion in any college, university, vocational or technical program with a formal curriculum and requirement.

9. QUALIFICATIONS

Applicants must be full-time students according to the minimum requirements as established by the university or institution that they will be attending. Students who are awarded a scholarship must

10. GRACE PERIODS

A student who falls below the minimum 2.0 GPA or falls below the full-time status shall be allowed a grace period of one grading period to improve his/her performance, during which time he/she may continue on scholarship. Students who fail to meet the necessary requirements during this grace period will be ineligible to apply during the following scholarship period. All students planning to drop below full-time status must notify the Scholarship Administrator as soon as possible.

11. WITHDRAWALS AND DROPOUTS

If a student formally withdraws from the school that he/she is attending during the period in which their scholarship was awarded, then the remaining scholarship amount shall be refunded to the City of Utqiagvik, along with fee's that are refundable according to the school policies. Students re-applying after withdrawing shall be allowed a grace period of one further grading period in which to bring their GPA up to 2.0 or above. Students who fail to obtain a GPA of 2.0 during their grace period will not be eligible to apply for a scholarship during the following scholarship period. Failure to notify Scholarship Administrator will disqualify you for one (1) calendar year.

It is the scholarship recipient's responsibility to supply the City of Utqiagvik verification of expenditures of scholarships awarded. The students shall also provide the information necessary for communication between the City and the school that he/she is attending.

12. LIMITS OF AWARDS

Awards shall be determined by the amount of funding that is available. The City scholarship funding is only provided for tuition, books, fees, or room and board.

13. FINAL APPROVAL OF AWARDS

The Scholarship Committee will authorize awards at a scholarship committee meeting, and is subject to approval by the City Council. After City Council approval, checks will be made payable to the student's school.

14. CONFLICT OF INTEREST

In a case where a conflict of interest may occur, a committee member shall be excused or from the discussion of and determination of awards to any applicant in whom they may have a personal interest, including but not limited:

- Member of the immediate family
- Partners in business

15. VERIFICATION OF FINANCIAL NEED

Applicants must provide a completed financial need sheet/budget forecast to the scholarship administrator.

16. GRIEVANCE

Any applicant aggrieved by the Scholarship Committee's decision has the right to appeal within thirty (30) days of the date of notification. The applicant may send a letter of appeal regarding, his/her grievance, to the Scholarship Committee who will review the appeal and come to a decision. Any applicant who is aggrieved by a decision of the scholarship committee shall have the right to appeal that decision to the city council, if a written request for city council appeal is received by the mayor within thirty (30) days of the date of the notification of the decision.

17. TRACKING OF SCHOLARSHIP APPLICANTS

A tracking spreadsheet will be saved on (S) drive to keep records of scholarship applicants and their information for each scholarship year. Records of each applications will be by semester and the same electronic folder. Copies of the Scholarship Award Agreement or Denial letter when applicable will also be saved in the same electronic folder.

18. CONDUCT OF MEETING

The scholarship committee shall delegate a chair at the beginning of each meeting.

19. Effective Date. This ordinance shall become effective upon adoption.

ENACTED THIS 30th DAY OF November, 2017 by a vote of 6 in favor and 0 opposed.



Fannie Suvlu, Mayor

ATTEST:



Loyla T. Leavitt, City Clerk



