

## **Hood College – Institutional Scholarship Proration Policy**

### **Purpose**

The purpose of this policy is to define the College's approach to prorating institutional scholarships for part-time enrollment and to specify the conditions under which exceptions may be granted. This ensures compliance with institutional financial practices and responsible management of scholarship funds.

### **1. Full-Time Enrollment**

Most Hood College scholarships and institutional awards are based on full-time enrollment (12 or more credits) each semester. Students dropping below 12 credits may see their scholarship amount adjusted.

### **2. Proration for Fewer Than 12 Credits**

Institutional scholarships will be prorated based on a student's official credit load at the end of the add/drop period **only when an approved exception is granted** (see Section 3).

The following tiers apply:

#### **12 or more credits**

- Student receives **100%** of the institutional scholarship.

#### **9–11 credits**

- Student receives **50%** of the institutional scholarship.

#### **6–8 credits**

- Student receives **25%** of the institutional scholarship.

#### **Fewer than 6 credits**

- Students are **not eligible** for institutional scholarships unless an exception is approved.

#### **Overload Credits:**

Institutional aid is based on full-time enrollment up to 18.5 credits. Aid does not increase to cover additional tuition charged for credits above 18.5. Students are responsible for any overload tuition.

### **3. Approved Exceptions to Proration Policy**

Institutional scholarships are **not automatically prorated** when a student enrolls in fewer than 12 credits. Proration may be applied **only** when part-time enrollment is the result of circumstances beyond the student's control, including:

- Documented medical or mental health conditions
- Disability-related course load reductions

- Extraordinary personal or family circumstances
- Circumstances formally documented by the Office of Accessibility Services, Counseling Services, or another appropriate office
- Other situations deemed appropriate by the Office of Financial Aid

Students must submit supporting documentation and receive **formal approval** from the Office of Financial Aid.

Without an approved exception, institutional scholarships **will not** be prorated when a student elects part-time enrollment.

#### **4. Timing of Enrollment Changes**

Institutional Aid adjustments are based on a student's official credit load at the end of the add/drop period.

Any adjustments follow the College's institutional refund policy.

#### **5. Aid Covered by This Policy**

This policy applies to:

- Merit scholarships awarded at admission
- Endowed and donor-funded scholarships
- Stackable institutional awards (such as Honors or Legacy)
- Other institutional scholarships or grants that require full-time status unless otherwise specified

#### **6. Interaction With Other Aid**

Changes in enrollment may affect federal, state, and private aid eligibility. Students should review their plans with the Financial Aid Office before adjusting their schedule.

#### **7. Notification and Student Responsibility**

Students will receive an email if their scholarship is adjusted, and updated award information will be available in the Financial Aid Portal (Net Partner). Students are responsible for understanding how their enrollment affects their scholarship eligibility and should contact the Financial Aid Office before dropping below full-time status.

Effective: Spring 2026