

## Office of Development

### Criteria for Scholarship Development

The process of creation and development of scholarships by Ancilla College is multifaceted. Relationships with supporters of the college may lead to the discussion of an endowed or annual scholarship. This process includes:

- Donor agreement to establish a scholarship-either endowed (\$25,000 balance) or annual-amount to be given out yearly.
- Selection of criteria/qualifications for recipients of the scholarship
- Signed formal agreement by donor and college.
- Scholarship information added to the college website and scholarship wall in the college.

Applications and required documents are submitted to the Financial Aid office and reviewed for completion and validity. The applications and supporting documents, if required, are then forwarded to the Scholarship Selection Committee, which is a neutral body made up of representatives from the Poor Handmaids of Jesus Christ, college faculty and staff, as well as a member of the Financial Aid staff as advisor to the group. Donors may instead elect to select the recipient of their scholarship.

Recipients of scholarships are notified by the Financial Aid office via letter in June. Students are required to submit a thank you letter to the scholarship donor or representative prior to the scholarship being applied to their account. They are aware of this at time of application and when they receive the award notification. Contact the Office of Development for more information, 574-936-8898 x355, or [Advancement@Ancilla.edu](mailto:Advancement@Ancilla.edu).