

AWARD REQUIREMENTS

DONNELLY SCHOLARSHIP

1. Basis for Awards

Donnelly Scholarships are awarded and renewed as long as the scholarship applicant/recipient is currently employed, at least part time, by the participating organization and meets the eligibility requirements listed below.

2. Important Financial Aid Details

- Contact with the Aquinas College Financial Aid Office is highly recommended to determine eligibility for federal or state financial aid before scholarship funds are awarded.
- The scholarship will be applied to the remaining tuition balance after state and/or federal grants have been applied.
- The scholarship amount will be determined by grant aid and employer reimbursement so that all funding sources do not exceed actual tuition charges.
- The scholarship applies to tuition itself and not to any other kind of fees.
- The scholarship does not apply to courses that already have a reduced tuition rate (Diocesan remission, the Welcome discount for new Continuing Education students, etc.)
- The Donnelly Scholarship can be combined with privately-funded scholarships; however, it may not be used in conjunction with others, such as the Hruby Scholarship or athletic aid. It may not be combined with discounts, such as the Ada Business Association Discount.

3. Eligibility Requirements

- The applicant must be enrolling for the first time in the Continuing Education, Master of Management, Master of Clinical Mental Health Counseling or one of the graduate education programs. A two-year interruption since last attending Aquinas College is also permissible. (Traditional undergraduate students (e.g. student type "R") and Detroit Mercy Nursing students are not eligible.)
- This scholarship applies to credit-bearing courses. Non-credit bearing courses, certificates or similar programs are ineligible.
- Alumni changing program type from undergraduate to graduate are eligible.
- Alumni from the graduate education programs returning for additional endorsements are also eligible.
- Aquinas employees, spouses of employees and dependents of employees who receive some amount of tuition remission are not eligible.
- The applicant must meet the admission requirements for the program in which he/she is enrolling.

4. Eligibility/Application Time Period

The scholarship recipient must enroll in classes within one calendar year of notification that his/her scholarship application was successful. The employee must apply for the scholarship before attending classes.

5. Responsibilities of Donnelly Scholarship Recipients

- The scholarship recipient **must notify the Financial Aid Office** at financialaid@aquinas.edu **each time** he/she registers for classes, according to the directions in the initial congratulatory email. It is only upon notification that scholarship funds will be applied to the student's account.
- The recipient must contact the Financial Aid Office by email with any changes in his/her enrollment status, such as dropping or adding classes, so the proper adjustments can be made to his/her account.
- The recipient and the sponsoring company must notify the Aquinas College Donnelly Scholarship contact person at donnelly@aquinas.edu if he/she ceases employment with the sponsoring company.

6. Payment Information

- If the student's employer provides tuition reimbursement, the student can apply to defer payment of tuition through Aquinas' employer tuition reimbursement program. A participating student has up to six weeks after completion of a class to pay the tuition. Those interested should contact the Student Accounts Office at studentaccounts@aquinas.edu or 616-632-2864 for further details. There is a processing fee to participate. Applications for the employer deferment plan are available in the Student Accounts Office and online at aquinas.edu/student-accounts.
- If the student drops a class, Aquinas' refund policy will be in effect; and the scholarship will be prorated according to the Aquinas College refund policy. The student should consult with the employer regarding how it might impact employer tuition reimbursement.

7. Renewal Terms

- The Donnelly Scholarship is renewable for seven consecutive years or until graduation, whichever occurs sooner. The eligibility period of seven years/graduation will begin immediately following notification of successful application.
- Good academic standing is required in the program in which the student is enrolled based on established policy.
- The student must remain employed by the sponsoring company throughout the duration of the scholarship.
- If the student ceases employment with the sponsoring company, the amount of tuition funded by the scholarship will remain in effect for the current academic year.