



**TRIO Student Support Services Program (TRIO SSS Program)
Discretionary Scholarship Fund – Guidelines and Procedures**

This TRIO Student Support Services (SSS) Discretionary Scholarship was funded by the Lord Fairfax Community College Educational Foundation to allow students to apply for monies to be used in the event of an emergency. The funds also may be used for books, professional development certificates and other school-imposed fees and related costs. Any TRIO participant – part- or full-time – may apply.

Students may apply for funds as often as need be up to (but not to exceed) \$1,000 between January 1 and December 31 each year. Funds will be issued directly to the vendor whenever possible. Otherwise, funds will be issued directly to the student.

To apply for monies from this fund, a student:

- Must be a documented TRIO participant
- Should have a 2.0 cumulative GPA
- Must have submitted the Free Application for Federal Student Aid (FAFSA)
- Must complete the “Giving Back in Service” form
- Must attach a copy of unofficial transcripts to date

Recipients will be selected by the TRIO Program Financial Assistance Committee. Because of the special nature of this scholarship, the deadline that applies to the other scholarships does not apply to this one. Participants will be considered for this scholarship throughout the academic year.

In addition:

- Funds will be awarded based upon the availability of funds and the appropriateness of the request.
- Applicants will be notified of the decision via e-mail by the TRIO Office within ten (10) business days of receipt of a completed and signed application.
- If the request is approved, the participant will be required to mail a thank-you note or letter to the LFCC Educational Foundation within one week of receipt of notification of an approved Discretionary Scholarship award. A thank-you note or letter is required to be received before the funds can be issued.
- If request is approved, the funds will be issued directly to the vendor whenever possible or, when necessary, to the student within ten (10) business days after the student’s thank-you note or letter is received.
- Funds received for textbooks will be available at the LFCC Bookstores at both campuses for a limited amount of time. In addition to textbooks, these funds can be used for required curricula-related materials and supplies. Please purchase the items within 10 business days after the final add/drop deadline.
- Students who use their scholarship funds at the LFCC Bookstores are required to submit the following documentation to LFCC Bookstore employees: picture ID, student ID number and printed class schedule (for the semester for which the funds were received). Students without this documentation will not be provided access to the scholarship funds.

- These scholarship funds cannot be used for other students. Only the person who applied for and was awarded the funds is eligible to use them.
- Upon receiving the scholarship, students are under no obligation to repay the funds. If the students provide inaccurate information and/or do not adhere to the guidelines of the Discretionary Scholarship Fund, they will be required to repay the money and will not be allowed to apply for TRIO SSS Discretionary Scholarship funds in the future.



**TRIO Student Support Services
Discretionary Scholarship Fund Application**

Required Student Information

Full Name:
Date of Birth:
Student ID:
Social Security Number:
Street Address:
City, State, Zip Code:

Telephone Number: Home: Work: Cell:
E-mail Address:
Students will be notified by the TRIO Office via e-mail. Please be sure your e-mail address is accurate, current, complete and legible.
Current Status: Full-time employee Part-time employee Work Study
 Full-time student Part-time student
Current Academic Standing: _____

Number of Credit Hours Completed _____

Current Cumulative GPA _____

Financial Aid Status: Date FAFSA application was filed: _____
Please attach a copy of your LFCC financial aid award letter and copies of any other documents for financial awards / scholarships you have received.

Giving Back in Service

Have you completed the "Giving Back in Service" form?
 Yes. (This information will be verified through the TRIO office when your application is reviewed).
 No. (If not, please print a "Giving Back in Service" form from the LFCC Web site. Your application will not be considered until after the form is completed).

Information on the Request for Funds

Purpose of Request:

Amount of Request:

Date That Funds are Needed:

Please attach a typed statement that identifies your need(s), including details of services or materials for which the money will be spent, estimated cost of services or materials, and your most recent participation activities in the TRIO Student Support Services Program. Please attach a copy of any pertinent estimate, receipt, or other documentation that verifies your request.

If you have any questions regarding this statement, please consult a TRIO counselor who will assist you in completing this application.

*By signing below, I declare that I understand and will adhere to the guidelines of the **TRIO Student Support Services Program Discretionary Scholarship Fund**. I understand that if I provide inaccurate information and/or do not adhere to the guidelines of this Fund, I will be required to repay the money and will not be allowed to apply for funds in the future.*

I understand that I may be asked to serve as an ambassador or representative of LFCC at events during the year.

Signature of Student Applicant

Application Date

Please note: Incomplete applications may result in your application being delayed or declined.

If received, the **TRIO Student Support Services Program - Discretionary Scholarship Fund** will be issued directly to the vendor whenever possible. Otherwise, funds will be issued directly to the student. In circumstances where funds are issued directly to students, copies of receipts for payment of each specified expense must be forwarded to Winona Jenkins, TRIO Program office, Room 319, no later than 30 days after student’s receipt of funds.

Information About Vendor #1

Name:

Street Address:

City, State, Zip Code:

Telephone Number:

Account Number (if applicable):

If received, the Discretionary Scholarship Fund check should be made payable to:

Information About Vendor #2

Name:

Street Address:

City, State, Zip Code:

Telephone Number:

Account Number (if applicable):

If received, the Discretionary Scholarship Fund check should be made payable to:

Information About Vendor #3

Name: Street Address: City, State, Zip Code: Telephone Number: Account Number (if applicable): If received, the Discretionary Scholarship Fund check should be made payable to:
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If you are listed as a vendor, please indicate how you would like to receive the funds:

- I would like the check mailed to me at the address provided above.
- I would like to pick up the check from the TRIO Office. Please call me at the following telephone number when the check is ready to be picked up: _____.

Checklist

Before you submit the application form, please confirm that you have completed the following tasks:

- Completed the entire application form
- Printed legibly
- Completed the “Giving Back in Service” form
- Enclosed your unofficial LFCC transcripts
- Enclosed documentation verifying your requests for funds
- Signed and dated the form

***** *The section below is for TRIO office use only.* *****

Qualification for TRIO Student Support Services Program Scholarship Funds

Is the applicant a participant in the TRIO Student Support Services Program? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the application approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Total Amount Approved: \$_____	Additional Vendors (<i>Vendor Supplement</i>)
Amount Approved - Vendor 1: \$_____	Amount Approved - Vendor 4: \$_____
Amount Approved - Vendor 2: \$_____	Amount Approved - Vendor 5: \$_____
Amount Approved - Vendor 3: \$_____	Amount Approved - Vendor 6: \$_____
<p>(<u>Two</u> of the following individuals must sign below. Then, this application will be submitted to Linnie Carter, Vice President of College Advancement):</p> <ul style="list-style-type: none">• Karen Bucher, Financial Aid Coordinator or Barbara Ratcliff, Director of Enrollment Management• Susan Martin, TRIO Director	
_____	_____
Signature of Financial Aid Coordinator or Director of Enrollment Management	Date
_____	_____
Signature of TRIO Director	Date

[*Note to TRIO Director*]: Following your approval of and signature on this application, please forward directly to:

Ms. Linnie S. Carter, APR
Vice President of College Advancement
Lord Fairfax Community College
173 Skirmisher Lane
Middletown, VA 22645-1745
Fax Number: (540) 868-4081
E-mail Address: lcarter@lfcc.edu

***** *LFCC Educational Foundation Use Only* *****

Date Request Received _____
[] Date request approved: _____
[] Date and reason request denied: _____
[] Date requestor informed of decision: _____
[] Date "Giving Back in Service" form received: _____
[] Date thank-you letter received: _____
[] Date check mailed or picked up by requestor: _____
[] Date e-mail message and check sent to LFCC Bookstore: _____
[] Date excess cash received from LFCC Bookstore: _____

**TRIO Student Support Services
Discretionary Scholarship Fund - Supplemental Vendor Form**

Please include any additional vendor information below.

Information About Vendor #4

Name: Street Address: City, State, Zip Code: Telephone Number: Account Number (if applicable): If received, the Discretionary Scholarship Fund check should be made payable to:
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Information About Vendor #5

Name: Street Address: City, State, Zip Code: Telephone Number: Account Number (if applicable): If received, the Discretionary Scholarship Fund check should be made payable to:
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Information About Vendor #6

Name: Street Address: City, State, Zip Code: Telephone Number: Account Number (if applicable): If received, the Discretionary Scholarship Fund check should be made payable to:
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