



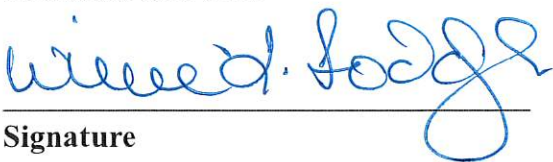
Policy Name: Institutional Scholarship Policy

Policy Number: Administrative Policy
03.60.02.01

Date: December 19, 2025

Review Date: December 19, 2028

Approved by Willie L. Todd, Jr., Ph.D.
President and CEO


Signature



Policy Title:	Institutional Scholarship Policy
Policy Type:	Administrative
Policy Number:	03.60.02.01
Approval Date:	December 19, 2025
Responsible Office:	Financial Aid Office
Responsible Executive:	Director of Financial Aid/Coordinator of Scholarships
Applies to:	Applicants and Enrolled Students

Policy Statement:

Talladega College maintains the authority to reassign, adjust, or discontinue institutional scholarships to ensure responsible stewardship of financial aid resources and alignment with institutional priorities.

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**Definitions:****Institutional Scholarship**

A financial award funded by Talladega College to assist students with educational expenses. These scholarships are granted based on criteria established by the College and are subject to institutional policies.

Award Letter

The official communication sent to a student's Talladega College email detailing the scholarship amount, terms, and conditions.

Revised Award Letter

An updated communication reflecting changes to the original scholarship award, including adjustments or modifications.

Business Days

Days when Talladega College administrative offices are open for business, excluding weekends, holidays, and official closures.

Applicants

Individuals who have applied for admission to Talladega College and are under consideration for enrollment.

Enrolled Students

Individuals who have completed the registration process and are officially attending classes at Talladega College.

Financial Aid Office

The department responsible for administering scholarships, grants, and other financial assistance programs at Talladega College.

Institutional Priorities

Strategic goals and objectives established by Talladega College that guide decision-making regarding resource allocation, including scholarships.



Regulatory Compliance Requirements

Federal, state, and institutional regulations governing the administration of financial aid and scholarships

Rescinded

The cancellation or withdrawal of a scholarship offer..

CONTACT(S)

The Financial Aid office of Talladega College officially interprets this policy. The Financial Aid Office is responsible for obtaining approval for any revisions as required by (2025) *Creating and Maintaining Policies* through the appropriate governance structures. Questions regarding this policy should be directed to the Financial Aid Office. Office).

Scholarship Acceptance Requirement:

Students are required to accept or decline their institutional scholarship award within seven (7) business days from the date the award letter and/or revised award letter is sent to their Talladega College email.

Failure to respond within the required timeframe will result in the scholarship being rescinded.

Institutional Right to Adjust or Modify Awards:

Talladega College reserves the right to modify, adjust, or discontinue institutional scholarships at its sole discretion based on the following, to include, but not limited to:

1. Financial availability
2. Budgetary conditions
3. Enrollment fluctuations
4. Institutional priorities
5. Regulatory compliance requirements



Review Schedule:

All institutional scholarships will be reviewed at the end of each term during the fall, spring, and summer semesters. Award amounts may be adjusted as necessary to maintain equitable distribution of financial aid resources and to meet institutional goals.

Student Notification:

Any changes to scholarship amounts or availability will be communicated to recipients through their Talladega College email.

STAKEHOLDER(S)

Applicants and students of Talladega College.

REVIEW SCHEDULE

Next Scheduled Review: 12/19/2028

Approval by, date: Executive Cabinet, 12/19/2025

Revision History: NA

Supersedes:

RELATED DOCUMENTS: NA