



## COLLEGE FUND OF PINELLAS COUNTY, INC.

P.O. Box 673  
Clearwater, FL 33757

28 October 2011

### SELECTION PROCESS FOR NEW APPLICANTS

New applicants (i.e., students who have not received a College Fund grant in the current or preceding semester) should submit their application as soon as possible after high school graduation or after the spring college semester, as appropriate. Completed applications with required enclosures must be received not later than the fourth Friday in July. Applications must be complete with accompanying transcript and Pell grant documentation from the school in order to be considered at all. When funds are available for grants to new applicants, the following process will be used to select the new grant recipients on a best-qualified basis.

When a mail request for an application is received from a prospective student grant recipient, the following steps shall be used by the Student Selection Committee to process the request and the subsequent application:

1. One member of the Committee may call the student to verify his/her eligibility for a College Fund grant (citizenship, residence, Pell, GPA, school, course load).
2. If the student appears to meet our minimum requirements for award of a grant, the Committee member shall mail a dependent (blue) or independent (green) application form to the student, as appropriate, along with our Minimum Requirements document (white).
3. One member of the Committee shall review the returned application form and attachments for compliance with our minimum requirements. If those requirements are met, that member shall complete a budget form (orange) to determine if, and how much, financial aid is needed.
4. The Student Selection Committee shall be convened to review all applications and calculations and select the most competitive applicants for interviews on the basis of the objective measures of grade point average and calculated need.
5. The Student Selection Committee shall schedule up to eight student interviews for each of four Board meeting dates – 4<sup>th</sup> Friday in June, 2<sup>nd</sup> and 4<sup>th</sup> Fridays in July, and 1<sup>st</sup> Friday in August – for a maximum of 32 student interviews.
6. The Committee shall then present the applicant (who has been given an appointment) to the Board of Directors for an interview which emphasizes subjective considerations in academics, finances and attitude.

7. The Committee shall dismiss the applicant and lead the Board of Directors in a discussion before each member is polled for a score to be awarded to the applicant based on a 30-point-maximum scale – 10 points maximum each for Academics, Finances and Attitude. A numerical average of the individual Board member scores will become the student's interview score.
8. Once all applicants have been interviewed, the scores awarded by the Board shall be used to rank order the applicants, and the applicants shall be awarded grants in that rank order until the funds allocated for grants by the Board are exhausted. The final list of grant awards shall be approved by the majority vote of the Board of Directors.
9. The Student Selection Committee shall notify every applicant of their selection or non-selection for a grant.
10. For each applicant selected to receive a grant, the Committee shall send the Treasurer a request form (pink) with the amount of the grant and the date the check is to be mailed. A duplicate of the request form shall be placed in the student file maintained by the Committee. The Committee shall also provide the Treasurer a cover letter to transmit the check to the student.

AUDREY L. SCHEIDENHELM  
First Vice President and  
Chair, Student Selection Committee

Supersedes Process dated September 16, 2008