

SKAP150: SUNY Korea-SB SCHOLARSHIP AND FINANCIAL AID GUIDE

Issued by:

Academic Team

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I. QUALIFICATIONS FOR SCHOLARSHIP REVIEW CANDIDATES

1. Every student who submits SUNY Korea scholarship or financial aid application is the candidate being reviewed for their qualifications of scholarships/financial aid provided from SUNY Korea. Students can submit their applications to the SUNY Korea Admissions office by proposed deadlines.
2. Students with provisional admissions may also apply for their scholarship or financial aid but basically the scholarship or financial aid will be applied from the term they begin with their major academic program after successful completion of Intensive English Center (IEC) courses.
3. For current scholarship/financial aid recipients who look for more benefits for certain reason, they may reapply for scholarship or financial aid review by filling out all information in the application form along with the statement of reason.
4. Continuing students who may individually have a minimum cumulative grade point average of 3.5 (or 3.2 for financial aid) and own an overall grade of B+ in SUNY Korea Residential College program courses as well as college volunteer/work experience may have chance to submit applications for their scholarship/financial aid review.

II. SCHOLARSHIP / FINANCIAL AID APPLICATION DEADLINES

1. The purpose of the SUNY Korea Scholarship Committee meeting is to determine and select students who are qualified or eligible for scholarship/financial aid secured from SUNY Korea. This is the step where the committee selects qualified candidates for scholarship/financial aid within applications and written documents. In finalization process, the committee needs to observe if the student is qualified as a role model of SUNY Korea with his or her manner and behavior.
2. Effective in 2017, the SUNY Korea Scholarship/Financial Aid Application deadlines are as follows (Dates are subject to change annually):

- A. For new students,
 - i. SPRING 2018: Thursday, Five Weeks prior to the First day of the New Semester. (Jan 18, 2018)
 - ii. FALL 2018: Thursday, Five Weeks prior to the First day of the New Semester. (July 19, 2018)
- B. For continuing students,
 - i. Within two weeks after the last day of the previous term
 - ii. SPRING 2018: January 4, 2018
 - iii. FALL 2018: July 6, 2018

III. OVERALL SCHOLARSHIP/FINANCIAL AID REVIEW PROCEDURES

1. Depending on status of each candidate and their application submission date, the SUNY Korea Scholarship Committee reviews each individual with different procedures.
 - A. For new students:
 - i. Who complete and submit their scholarship/financial aid applications within a proposed deadline:
 - 1) Office will collect applications until a proposed deadline.
 - 2) The committee will review for scholarship or financial aid.
 - 3) Result will be announced after final approval.
 - ii. Who complete and submit their scholarship/financial aid applications after a proposed deadline:
 - 1) For scholarship applications, office will hold applications until the next term deadline.
 - 2) For financial aid applications, they will be submitted to the committee in a batch regularly.
 - 3) The committee will review for scholarship or financial aid.
 - 4) Result will be announced after final approval.
 - B. For continuing students:
 - i. Who complete and submit their scholarship/financial aid applications within a proposed deadline:
 - 1) Office will collect applications until a proposed deadline.
 - 2) Candidates will first be reviewed from its screening process:
 - a) A cumulative college GPA of 3.5 or higher (for scholarship);
A cumulative college GPA of 3.2 or higher (for financial aid)
 - b) An overall RC grade of B+

- c) College volunteer/work-study experience
- 3) The committee will review for scholarship or financial aid.
- 4) Result will be announced after final approval.
- ii. Who complete and submit their scholarship/financial aid applications after a proposed deadline:
 - 1) For scholarship applications, office will hold applications until the next term deadline. (This won't be counted as early submission.)
 - 2) Candidates will first be reviewed from its screening process with the same criteria.
 - 3) The committee will review for scholarship or financial aid.
 - 4) Result will be announced after final approval.
- C. Each procedure may be processed in different steps depending on situations which may possibly require a different method of approach for its review.

IV. SCHOLARSHIP/FINANCIAL AID REQUIREMENTS AND BENEFITS

1. SUNY Korea Scholarship Committee will apply the following scholarship criteria and benefits as a reference. External references such as leadership, extracurricular activities, honors/awards, essay, and etc. will also be taken into account. The criteria may be revised and enhanced upon committee's decision due to availability of funds and its competitiveness. Number of scholarship recipients may vary each semester upon availability of funds for each scholarship or financial aid secured from SUNY Korea. Moreover, the committee has the right to decide not to provide all scholarships exactly as listed below in case that the committee agrees that they find the rest of the candidates and the applicants as inappropriate for scholarship. Here are the following scholarship/financial aid criteria and benefits:

※ Updated as of January 6, 2017 ※ Any information above is subject to change without notice.

Title	Requirements	Benefits
Presidential Scholarship	<ul style="list-style-type: none"> - Outstanding academic record in most recently attended school - High achievement in standardized tests - Other personal and non-academic qualities 	<ul style="list-style-type: none"> - Full tuition and fees - Room (double room) and Board
Merit Scholarship	<ul style="list-style-type: none"> - Outstanding academic record in most recently attended school - High achievement in standardized tests - Other personal and non-academic qualities 	<ul style="list-style-type: none"> - \$1,000 ~ \$10,000/semester (from tuition)
Encouragement Award	<ul style="list-style-type: none"> - Competitively outstanding academic record in most recently attended school - High achievement in standardized tests - Other personal and non-academic qualities 	<ul style="list-style-type: none"> - \$1,000 (from tuition)
Shared Prosperity Scholarship	<ul style="list-style-type: none"> - Citizenship from a Developing Country - Outstanding academic record in most recently attended school - High achievement in standardized tests - Other personal and non-academic qualities 	<ul style="list-style-type: none"> - Full or partial tuition - Program fees* - Room (double room) and Board* * Require official recommendation from embassy or government

Global Development Award	<ul style="list-style-type: none"> - Outstanding academic record in most recently attended school - High achievement in standardized tests - Other personal and non-academic qualities 	<ul style="list-style-type: none"> - Full or partial tuition - Program fees* - Room (double room) and Board [Upon review] <p>* Require official recommendation from embassy or government</p>
Academic Acceleration Scholarship	<ul style="list-style-type: none"> - Admission to Accelerated Master's Program - Outstanding Academic Cum. GPA (min. 3.5/4.0) no I's, U's, NR's, NC's, F's, R's or Q's - Other personal and non-academic qualities 	<ul style="list-style-type: none"> - Full/partial tuition - Program fees, Room (double room) and Board [Upon review]
Academic Excellence Scholarship	<ul style="list-style-type: none"> - Outstanding Academic GPA (min. 3.5/4.0) no I's, U's, NR's, W's, NC's, F's, R's or Q's - Credits Earned: (Refer to Appendix 2) 15 credits (13/14 for first-semester freshmen) - Other personal and non-academic qualities 	- Full tuition /(Room & Board)
		- Half tuition
Financial Aid	<ul style="list-style-type: none"> - Completion of Financial Aid Application - Proof of refugee record or low-income status 	<ul style="list-style-type: none"> - \$1,000 ~ \$10,000 / semester - (Room and Board upon review)
Financial Aid (SUNY Korea Staff & Ambassador Support)	<ul style="list-style-type: none"> - Completion of Financial Aid Application - Proof of Family Relation 	- Half tuition and fees

- A. For all room and board benefits (except the benefit from Academic Excellence Scholarship), recipients may be required to serve 10 hours per week in form of Work-Study during their academic semesters in order to maintain their benefits for housing and meals. Whenever recipients get evaluated less than the minimum scores not enough to continue their Work-Study, it may automatically rescind their room and board support and it may be reported to the SUNY Korea Scholarship Committee to reconsider renewal of their scholarship/ financial aids.
- B. For continuing students who apply for scholarship or financial aid, they will need to meet these following requirements in addition to the requirements listed in the table:
- i. A cumulative college GPA of 3.5 or higher (for scholarship); 3.2 or higher (for financial aid)
 - ii. An overall RC grade of B+
 - iii. College volunteer/work-study experience

V. Scholarship Renewal

1. Students who finished their semester at SUNY Korea and are about to continue their next semester will need to fulfill the following criteria in order to renew their scholarships (Academic Excellence Scholarship not applicable to this statement). Scholarships may not be applied to summer/winter session courses. These renewal criteria stated below are applied to students who enter in SUNY Korea with scholarship from spring 2015. (For classes who entered in SUNY Korea before 2015, scholarship criteria stated in their official letters will be continually applied.)

Title	Renewal Criteria	Maximum Renewal
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Presidential Scholarship	<ul style="list-style-type: none"> - Full-Time enrollment & Credits Completed Toward GPA: 12 credits or more - Minimum Term GPA of 3.0/4.0 - Minimum Cumulative GPA of 3.2/4.0 - No Report on Academic Dishonesty or Misbehavior 	7 semesters
Merit Scholarship	<ul style="list-style-type: none"> - Full-Time enrollment & Credits Completed Toward GPA: 12 credits or more - Minimum Term GPA of 3.0/4.0 - Minimum Cumulative GPA of 3.2/4.0 - No Report on Academic Dishonesty or Misbehavior 	7 semesters
Encouragement Award	N/A	N/A
Shared Prosperity Scholarship	<ul style="list-style-type: none"> - Full-Time enrollment & Credits Completed Toward GPA: 12 credits or more - Minimum Term GPA of 3.0/4.0 - Minimum Cumulative GPA of 3.2/4.0 - No Report on Academic Dishonesty or Misbehavior 	7 semesters
Global Development Award	<ul style="list-style-type: none"> - Full-Time enrollment & Credits Completed Toward GPA: 12 credits or more - Minimum Term GPA of 3.0/4.0 - Minimum Cumulative GPA of 3.2/4.0 - No Report on Academic Dishonesty or Misbehavior 	7 semesters
Academic Acceleration Scholarship	<ul style="list-style-type: none"> - Full-Time enrollment & Credits Completed Toward GPA: 12 credits or more - Minimum Term GPA of 3.2/4.0 - Minimum Cumulative GPA of 3.5/4.0 - No Report on Academic Dishonesty or Misbehavior 	1 semester
Academic Excellence Scholarship	<ul style="list-style-type: none"> - Deferment allowed only for military reasons 	N/A
Financial Aid	<ul style="list-style-type: none"> - Full-Time enrollment & Credits Completed Toward GPA: 12 credits or more - Minimum Term GPA of 3.0/4.0 - Minimum Cumulative GPA of 3.2/4.0 - No Report on Academic Dishonesty or Misbehavior 	5 semesters spent in Songdo
Financial Aid (SUNY Korea Staff & Ambassador Support)	<ul style="list-style-type: none"> - Continuing service of the staff/faculty 	Until graduation

A. In addition to the above renewal criteria, all recipients of scholarship or financial aids are required to submit three reports to Academic and Students Affairs during their academic years

i. Self-Evaluation Report

All recipients of scholarship or financial aids are required to submit Self-Evaluation Report to Academic and Student Affairs within 7 days after the end date of each semester. Self-Evaluation Report must describe how much the recipient has contributed to the community with spirit of SUNY Korea and how much he or she has performed as a role model or a representative of SUNY Korea and be demonstrative of good manner and attitude to colleagues.

ii. Global Experience Report

All recipients (SBU Visiting students only) of scholarship or financial aids are required to submit a Global Experience report to Academic and Student Affairs by Friday, the 9th week of the first semester at SUNY Korea after their return. The Global Experience report that is a 5-6 page (12 points, double space) report must describe their experience in the US and lessons they learned from their global experience.

iii. Vision Statement Report (How to Contribute to the World)

All recipients (Senior and/or U4 Academic Level) of scholarship or financial aids are required to submit a Vision Statement report to Academic and Student Affairs by Friday, the 9th week of the first semester of their (U4) last academic year. The Vision Statement report is a 5-6 page (12 points, double space) report must describe their dreams after graduation and how to connect their majors and dreams; how to contribute to the world and how to change the world to be better place

- B. Upon review of recipients' reports and upon reference check from relevant departments or personnel, the SUNY Korea Scholarship Committee will evaluate renewal of their scholarships/ financial aids. **For students who miss to keep the submission deadline or who get disapproved of their renewal, they will be announced of their termination of their scholarships/financial aids.**
- C. For students who fail to meet the renewal criteria mentioned above, the letter of official scholarship discontinuation will be announced in compliance with the SUNY Korea Undergraduate Scholarship/ Financial Aid Guideline. Students may have a chance to petition to the SUNY Korea Scholarship Committee with the statement of reason. The petition will be reviewed during the meeting scheduled for continuing students and the student's scholarship will be renewed if accepted.

VI. SCHOLARSHIP RENEWAL AND PROBATION

1. For students who fail to meet the renewal criteria mentioned above, the letter of official scholarship discontinuation will be announced in compliance with the SUNY Korea Undergraduate Scholarship/ Financial Aid Guideline. Students may have a chance to petition to the SUNY Korea Scholarship Committee with the statement of reason. The Petition will be reviewed by SUNY Korea Scholarship Committee and approved on a case-by-case basis. Here are the minimum GPA requirement for petition;

Petition	Semester GPA	Cumulative GPA	Petition Review
1st Petition	At least 2.8	At least 2.8	Will be reviewed by SUNY Korea Scholarship Committee and may be accepted unless the student has any significant breach of contract (Scholarship offer letter)
2nd Petition	At least 3.0	At least 3.0	Will be reviewed by SUNY Korea Scholarship Committee and may be accepted unless the student has any significant breach of contract (Scholarship offer letter). Also, the benefit granted may decrease significantly
3rd Petition and thereafter*	Petition is not allowed		

- A. Students may petition for the third time due to the special circumstances.
- B. After petition reviewed, the Committee can assign a scholarship probation period. This will lead the termination of the scholarship offer, and the student is required to exceed the semester GPA of 3.5 as a full-time student. If the student meets the minimum satisfactory academic requirements during the semester of scholarship probation, the student might be able to restore the previous scholarship.
- C. Notwithstanding any provision above to the contrary, the Committee shall have discretion of the decision to grant/deprive/reduce any scholarship benefit to the students.

VII. SCHOLARSHIP LEAVE AND REINSTATEMENT

1. SUNY Korea scholarship students may take an approved leave of absence for up to two (2) consecutive semesters. Scholarship recipients must submit the Leave of Absence Request Form to the Academic and Student Affairs. Otherwise, their Scholarship will be terminated, because of their unauthorized leave of absence. Scholarship recipients must petition the Academic and Student Affairs when they submit the Undergraduate Rematriculation Form. Otherwise their scholarship may be terminated. Students with reported military leave also should petition the Academic and Student Affairs when they submit the Undergraduate Rematriculation Form. Otherwise their scholarship may be terminated.
2. A scholarship recipient who enrolls less than full-time (if full-time enrollment is required for scholarship renewal), withdraws, or is suspended or dismissed from the University will lose his/her scholarship eligibility. A student who takes such a status due to medical or any other serious reasons may appeal in writing to SUNY Korea Scholarship Committee to have his or her scholarship reinstated. The appeal must be submitted with supporting documentation, such as a letter from a doctor. In such a case for possibility of reinstatement, a student must be aware of the guideline that one's leave cannot exceed two consecutive semesters and be responsible for that.
3. Maximum renewal period for any scholarship being reinstated will not be renewed but will be counted from the term it has been first provided. In case of a recipient took a semester leave after the day semester has been started, the transaction for tuition and/or all the supporting fees has already been processed; therefore, that particular term will also be counted towards the maximum renewal period.

VIII. SCHOLARSHIP DEFERMENT AND REAPPLICATION

1. A student who defers his/her admission will be able to retain his/her original scholarship offer depending on scholarship he/she accepted. Retainable scholarships are Presidential scholarship, Merit scholarships (in category of Merit 100 and 75), and Shared Prosperity scholarships (in category of Shared and Common); of course, all Financial Aids are retainable. [Academic Excellence Scholarships can be retained only upon submission of evidence of military service.]
2. A student who declines an initial offer of scholarship will not retain his or her scholarship offer if he/she reappplies at a later date as a Freshmen/Transfer Student. However, a student may have a chance to reapply for scholarship review through submission of scholarship application form. The scholarship review will be made by the SUNY Korea Scholarship Committee, but the re-applicant for scholarship must be aware that the university does not guarantee any offer and the same benefits.

IX. SCHOLARSHIP OVERLAP GUIDELINE

1. In SUNY Korea, the scholarship overlap may possibly occur due to the scholarship system we offer for Academic Excellence Scholarship. In case a student who has already been supported by a certain scholarship is nominated as a recipient of Academic Excellence scholarship, a scholarship which provides a larger amount will be applied and will be deducted from their tuition for the following semester. The term which these scholarships are being applied will still be counted towards the recipient's original scholarship maximum period.

2. In case of a recipient not receiving his/her Academic Excellence Scholarship due to cases like scholarship overlap (for scholarships which cover whole education cost) or leave of absence, the student who ranked after Academic Prestige Scholarship recipient may be granted Academic Pride Scholarship on behalf. This process cannot be applied to Academic Prestige or Pride scholarship.
3. If a student whose whole tuition is already covered by his/her scholarship or personal fund become eligible for the Academic Excellence Scholarship, then this scholarship will cover student's room and board for the following semester.

[Appendix 1] SCHOLARSHIP/FINANCIAL AID TERMS AND CONDITIONS

1. Students are responsible for reviewing, understanding, and abiding by the University's regulations, procedures, requirements, and deadlines as described in official publications. This includes, by way of example only, the Undergraduate Bulletin, the University Conduct Code, the Student Handbook, and class schedules.
2. Acceptance of an individual scholarship/financial aid award is an agreement to the terms and conditions of that award as well as all policies governing SUNY Korea scholarship/financial aid. Every student's financial award package (scholarships, fund aid, gifts and need-based assistance) is subject to audit with the final determination to be made by the SUNY Korea Scholarship Committee in compliance with rules and regulations. A student's funds may not exceed the direct cost (tuition, fees, room and board). If the student also receive non-SUNY Korea funds (including all forms of external assistance), the total of all funds cannot exceed the total direct and indirect costs of education. Indirect costs include allowances for personal expenses and transportation. Value/amount of scholarship/financial aid is determined from the SUNY Korea Scholarship Committee in consideration of students' academic excellence, extracurricular activities, individual talents and external factors such as financial circumstances and it may vary.
 - A. Full-time enrollment on SUNY Korea is required for all SUNY Korea scholarship/financial aid recipients.
 - B. It is the duty of each recipient to act as an exemplary model and be demonstrative of good manner and attitude as well as academic excellence; therefore, the university reserves the right to cancel scholarship/ financial aid once the university defines a student's behavior as inadequate for scholarship/financial aid.
 - C. Recipients have responsibility to meekly follow the university expectations and the Residential College (RC) Program. Students are required to get letter grades of B+ or higher in each semester to maintain scholarship/financial aid.
 - D. Recipients must give permission for their information to be shared with scholarship/financial aid donors if they request it.
 - E. SUNY Korea reserves the right to adjust individual scholarship/financial aid awards after letters have been accepted to ensure effective use of university funds.
 - F. If a recipient discontinues his or her study at SUNY Korea, the scholarship/financial aid will be terminated.
 - G. For any incidents that may affect the scholarship/financial aid like intermission or leave of absence, recipients must report first to Academic and Student Affairs before any incidents happen.

- H. Even after the scholarship/financial aid has been given, it can be cancelled and the amount of scholarship/ financial aid received has to be refunded to the university if the students get into academic action, misbehave or violate University student conduct code.
- I. Renewable awards are contingent upon maintaining a minimum grade point average mentioned in their offer, completion of the donor appreciation letter, commitment to get involved in university advancement events, maintaining their campus residency status and meeting all other conditions of the renewal criteria as specified for each scholarship/financial aid.
- J. Any amendments which may occur in terms and conditions or in any university policies and laws will be applied and must be kept by all scholarship/financial aid recipients, and it is recipients' responsibility to follow up with any amendments made in its terms and conditions.

[Appendix 2] STATEMENTS ON SCHOLARSHIPS FOR ACADEMIC EXCELLENCE

1. The university selects students who are qualified for scholarships for their academic excellence each semester. The university selects top ranks among same-year class (includes students in spring and fall in the same year as well as re-matriculated students in that particular year) from each department. [The number of recipients in each group is subject to change without notice based on the availability of funds.]
2. It is norm for the scholarship committee to review on students who have earned more than 15 credits toward GPA; however, 1st semester freshmen students' eligibility may also be reviewed once they have earned more than 14 credits. In case of students taking 13 credits by taking BIO201, they will also be taken into account.
3. Students with term GPA of 3.5 or above in each group will only be thoroughly reviewed for the qualification of this Academic Excellence Scholarship. Students must have no I's, U's, NR's, W's, NC's, F's, R's or Q's on their semester records to be reviewed for its scholarship.
4. Full tuition for the following semester will be supported for the beneficiary of Academic Excellence Scholarship among the class in the same year. Half tuition will be supported for Academic Prestige Scholarship from the enrolled class without reference to major.
5. In case a student who has already been supported by a certain scholarship is nominated as a recipient of this scholarship, a scholarship which provides a larger amount will be applied and will be deducted from their tuition for the following semester.
6. If a student whose whole tuition is already covered by his/her scholarship or personal fund become eligible for the Academic Excellence Scholarship, then this scholarship will cover student's room and board for the following semester.
7. In case of a recipient not receiving his/her Academic Excellence Scholarship due to cases like scholarship overlap (for scholarships which cover whole education cost) or leave of absence, the student who ranked after Academic Prestige Scholarship recipient may be granted Academic Prestige Scholarship or Academic Excellence in form of Room and Board on behalf. This may also occur in case mentioned in statement 6.
8. This scholarship can only cover tuition; program fees are not included.
9. Candidate(s) of each scholarship in each group may be determined in compliance with the following standards:

Title	Minimum Criteria	Benefits	Max. Capacity per term
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Academic Excellence	<ul style="list-style-type: none"> - Outstanding Academic GPA (min. 3.5/4.0) no I's, U's, NR's, W's, NC's, F's, R's or Q's - Credits Earned Toward GPA: 15 credits (13/14 for 1st semester freshmen) - Other personal and non-academic qualities 	Full tuition / (Room & Board) in compliance with statement 6	1 per class from each major
Academic Prestige	<ul style="list-style-type: none"> - Outstanding Academic GPA (min. 3.5/4.0) no I's, U's, NR's, W's, NC's, F's, R's or Q's - Credits Earned Toward GPA: 15 credits (13/14 for 1st semester freshmen) - Other personal and non-academic qualities 	Half tuition	1 per class without reference to major

- A. The amount of benefits and the number of capacity are subject to change without notice depending on the availability of funds and evaluation of the scholarship committee.
- B. One student only will be nominated as the recipient of this scholarship benefit from a class with less than 25 students who are reviewable with actual grade point average.

[Appendix 3] THE TIE-BREAKER

1. In the event of a tie for the highest semester GPA for Academic Excellence Scholarship after the semester, the tiebreaker process for determining the Academic Excellence Scholarship will be the following in the order from first to last:
 - A. The higher semester GPA
 - B. The total number of earned credits
 - C. The higher cumulative GPA
 - D. The higher average GPA of major courses
 - E. The total earned credits of major courses
 - F. The higher average GPA of General Education courses (Mainly English and/or Mathematics)
 - G. The levels of courses taken
 - H. The completion status of required courses

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