DONOR SCHOLARSHIP

FREQUENTLY ASKED QUESTIONS

1. **Who do I contact with any Donor Scholarship questions?**
   For any questions regarding Donor Scholarships or your application, please contact the Advancement Office at 626-529-8091 or email scholarships-po@pacificoaks.edu.

2. **What are the eligibility requirements for the Donor Scholarship?**
   Students enrolled in on-ground, online programs or attending off-site cohorts and instructional sites eligible to apply. Applicants must be presently in at least their second consecutive semester of study (within the same degree program).

   Before applying for the Donor Scholarship, please clear any financial holds in the Financial Aid Office. Students in academic probation will not be considered for a Donor Scholarship. Students who take a leave of absence between semesters or sessions are also not eligible. All applications must be submitted online. Any Donor Scholarship awards will be applied to the following consecutive semester’s tuition as long as the student remains enrolled.

3. **Are there a minimum number of units I need to be enrolled in to qualify for a scholarship?**
   Yes, you must be enrolled for at least half-time status. In order to maintain half-time status, B.A. students must take 6 units per semester and M.A. students must take 4.

4. **How are you assessing applications?**
   Award decisions are based on the quality of your essay first, and then on your GPA. Please note that a high GPA does not guarantee a high overall application grade. Each Donor Scholarship application essay is assessed by two different graders whose scores are then combined with the student’s GPA to provide an overall application grade. Essays are graded without student names or degree program information so the committee can solely focus on the content of the essay. This application grade will determine whether the student will receive a Donor Scholarship award and the amount of the award. We have published the Committee’s grading rubric online to provide you with further insight into the assessment process. We suggest you use this rubric as a guide when writing your essay. You can access the document [here](#). For writing assistance, you may refer to [Owl Purdue](#), which is an excellent source for APA guidelines, or contact our Pacific Oaks’ Learning Center at powc@po.pacificoaks.edu

5. **What is the timeline for scholarship awards?**
   Applications for the Spring 2018 awards cycle will be available on Monday, November 20 and will be due by Friday, December 8 at 5:00PM. Late submissions will be disqualified. Students who receive a Donor Scholarship award will be notified by the Advancement Office via email between Wednesday January 24 through Friday January 26.

6. **What is the amount of each scholarship?**
   Award amounts depend upon the quantity and quality of applications submitted. The Donor Scholarship Committee will review applications and make final determinations.

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7. **Are students who received their bachelor’s degree in May/August and immediately enrolled in and attending master’s classes at Pacific Oaks eligible to apply?**
   No. Based on our financial aid policies, students who have completed their undergraduate degrees are considered new students when they enroll in a graduate program at Pacific Oaks. As new students, they are eligible for Institutional Scholarships in their first two semesters of study. These scholarships are administered by Admissions. Students will be eligible to apply for a Donor Scholarship in their second consecutive semester of enrollment, and any Donor Scholarships received will be applied to the following consecutive semester’s tuition provided the student remains enrolled in at least part time status at Pacific Oaks.

8. **Are Pacific Oaks employees eligible to apply?**
   No. Pacific Oaks employees who are enrolled in degree programs already receive discounted tuition and, therefore, are not eligible for scholarship awards.

9. **I applied for an Institutional Scholarship (President’s Scholarship, Community Involvement Scholarship, Legacy Scholarship, etc.) and have not heard anything.**
   Institutional Scholarships are managed by Admissions, not the Office of Advancement. Please contact Admissions at 626-529-8500 or admissions@pacificoaks.edu directly for more information.

10. **What are the next steps if I am awarded a Donor Scholarship?**
    You will receive a notification via email detailing the exact amount of your award and fund source. Scholarships will be posted to your student account within approximately one week of receiving the award announcement. With the exception of School of Education and Online students whose payments will be split over Spring I and Spring II, all students will be paid in one disbursement. Please note, Donor Scholarship awards will be applied to tuition first.

    All Donor Scholarship award recipients will be asked to send a formal thank you letter to the donor/foundation via email to scholarships-po@pacificoaks.edu by the deadline shared on the award letter.

11. **What if I applied for a Donor Scholarship but withdrew from Pacific Oaks College?**
    Students who have withdrawn from Pacific Oaks College are not eligible for an award and will automatically be withdrawn from consideration.