



# AP Keenan Insurance Scholarship Guidelines 2023

## SCHOLARSHIP FUNDING LIMITATIONS

- The AP Keenan Insurance Scholarship is administered by the Foundation for California Community Colleges (FoundationCCC). Funding will provide approximately \$9,500 in scholarships in 2023.
- The AP Keenan Insurance Scholarship is non-competitive in nature. To receive an award, applicants need to meet the eligibility requirements and complete an application through their Financial Aid or Scholarship Office.
- Because of limited funds, FoundationCCC will fund these scholarships on a first-come, first-served basis.
- Scholarships are limited to a maximum of \$600 per semester, adjusted proportionately for quarter term schools, not to exceed a total of \$1,200 per academic year.
- Scholarships are only available for those semesters/quarters, including Summer term, in which the student is taking three units of insurance and benefits related coursework or an acceptable equivalent.
- Scholarships may be used to cover the cost of fees, books, supplies, and other related educational expenses.

## SCHOLARSHIP APPLICATION PERIOD

- The scholarship application filing period will begin on February 1, 2023 each year. Because scholarship funds are limited, students and colleges are encouraged to file as quickly as possible.
- The final deadline for scholarship offices to verify eligibility and submit scholarship invoices to FoundationCCC is November 1, 2023.

## STUDENT ELIGIBILITY REQUIREMENTS

- Scholarships are available to students enrolled in a California Community College.
- Scholarship preference shall be given to underrepresented students who are working towards a certificate or degree in insurance, risk management, financial services or a related field, such as business administration with a concentration in or focus on the insurance and benefits industry.
- Applicants must be eligible for a California College Promise Grant or be experiencing other circumstances demonstrating financial need.
- Applicants must be enrolled in and complete three (3) units each semester, or the quarter equivalent, in insurance, risk management, financial services, or related courses in order to be eligible to receive a scholarship.

## **COLLEGE SCHOLARSHIP VERIFICATION REQUIREMENTS**

The Scholarship Officer or designated official must review each scholarship application and determine whether the applicant(s) meet the above-listed program eligibility requirements prior to submitting the AP Keenan Insurance Scholarship Invoice. The Scholarship Officer or designated official must maintain a record of the application and related application and eligibility materials for each applicant claimed on the AP Keenan Insurance Scholarship Invoice.

## **COLLEGE SCHOLARSHIP DISBURSEMENT PROCEDURES FOR SCHOLARSHIP OFFICES**

To initiate award requests, colleges must submit the AP Keenan Insurance Scholarship Invoice form to FoundationCCC online through Submittable. Whether the college applicants are funded will depend on the availability of funds at the time the invoice is received. As stated above, scholarships are awarded on a first-come, first-served basis, even those submitted prior to the deadline. It is critical that institutions submit their invoices as quickly as possible.

Prior to check disbursement, institutions must verify that the applicant meets all eligibility requirements.

Awards may be awarded for the entire academic year based upon the student's anticipated enrollment and performance. However, disbursements must be made by semester/quarter, based upon verification of program criteria. All course work for which an award was previously disbursed must be successfully completed before future disbursements can be released.

If an institution initiates a scholarship award for the entire academic year but the student is subsequently determined to be eligible for only one semester/quarter, the award must be prorated and the balance returned to FoundationCCC.

## **SCHOLARSHIP RENEWALS**

Applicants must reapply each academic year. Students can continue to receive a scholarship award, provided they continue to meet the eligibility criteria.

## **CONTACT**

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