

CALIFORNIA
COMMUNITY COLLEGES
**SCHOLARSHIP
ENDOWMENT**
a commitment to students

OSHER SCHOLARSHIP

INSTRUCTIONS AND GUIDELINES

UPDATED JULY 2023

The following guidelines provide financial aid or scholarship administrators at California Community Colleges with clarification regarding the process of selecting Osher Scholars and distributing CCCSE scholarships. These guidelines are updated regularly, based on feedback received from both individual college campuses and The Bernard Osher Foundation (Osher Foundation). This document is meant to ensure that the Osher Foundation’s original intent of rewarding students who demonstrate the highest need and persistence in their educational goals is realized while minimizing the administrative burden on colleges.

Overview

Scholarship funds from the CCCSE are distributed biannually to individual colleges by the Foundation for California Community Colleges (FoundationCCC). To benefit as many California Community College students as possible, a minimum floor of five percent of the invested principal is used in determining scholarship distributions to colleges, with a minimum of five full-time scholarships provided to each California Community College. Additional information about how the CCCSE works and specifics regarding the spending policy are available by contacting endowment@foundationccc.org.

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CCCSE Osher Scholarship Amounts

The Foundation for California Community Colleges (FoundationCCC) may adjust scholarship amounts in increments of no less than \$100 based on inflation, ensuring that students will reap the same benefit in the future economy. FoundationCCC will alert colleges to the updated figure upon adjustment. Current CCCSE awards for full-time students (12 or more units per term) are up to \$725 per semester, \$1,450 per year, and \$4,350 lifetime total.

Colleges may choose to prorate awards based on a student's unit load, with suggested amounts as follows:

- Three-quarter-time (9-11.99 units per term) = up to \$543.75 per semester or \$1,087.50 per year
- Half-time (6 – 8.99 units per term) = up to \$362.50 per semester or \$725 per year

Selection of Osher Scholars

California community college campuses administer an application process to verify student eligibility for CCCSE Osher Scholarships. Colleges must choose scholarship recipients based on the following pre-established criteria, with financial need receiving top priority:

- Students must have completed 24 or more “degree applicable” semester units (or the equivalent) at the time of the initial scholarship disbursement. Transfer units from another institution may be included in this determination as long as they have been determined to meet your college's requirements for degree applicable coursework.
- Students must be enrolled at least half time* (6 or more units) during all terms in which the award remains active. If a student requires a reduced course load that defines their half time as fewer than six units, they are still eligible.
- Students must have received a California College Promise Grant.

*If a student's enrollment status dropped below half-time during a scholarship-supported year for an excusable reason, such as severe illness or a family emergency, then the college in its discretion can continue scholarship support while adhering to all other program guidelines. These circumstances should be explained in the annual reporting.

Colleges should note that applicants' grades, test scores, or GPA shall not be considered by the selection committee. The Grant Agreement between the Osher Foundation and FoundationCCC specifically states: “Priority shall be given based upon need, as determined by the College in its discretion, and so long as an applicant is making satisfactory progress toward a degree, the applicant's academic performance shall not be considered by the selection committee.”

It remains the local college's responsibility to ensure all Osher Scholars meet the criteria required to receive a scholarship.

Additional Criteria Required by Individual Donors

Individual donors may contribute to the CCCSE on behalf of a specific college and may require additional criteria, such as an area of study, for the scholarships that are awarded from their gift(s). If a college is receiving scholarship funds derived from both the Osher Foundation's gifts and contributions from college-specific donors, FoundationCCC will alert the college in the CCCSE Distribution Detail. It remains the responsibility of the local college to ensure the intent of individual donors is honored in the scholarship awards process.

Scholarship Renewals

If Osher Scholars continue to qualify in subsequent academic years, their scholarship may be renewed, not to exceed a cumulative award total of three times the amount of the annual maximum award (currently \$3,600). As long as the college can confirm that the student remains eligible, the student does not need to submit a full application for continued funding. It is important to note that no student should be given the impression that funding is guaranteed for more than one year at a time and that all renewals are subject to the availability of funds.

Use of Scholarship Funds

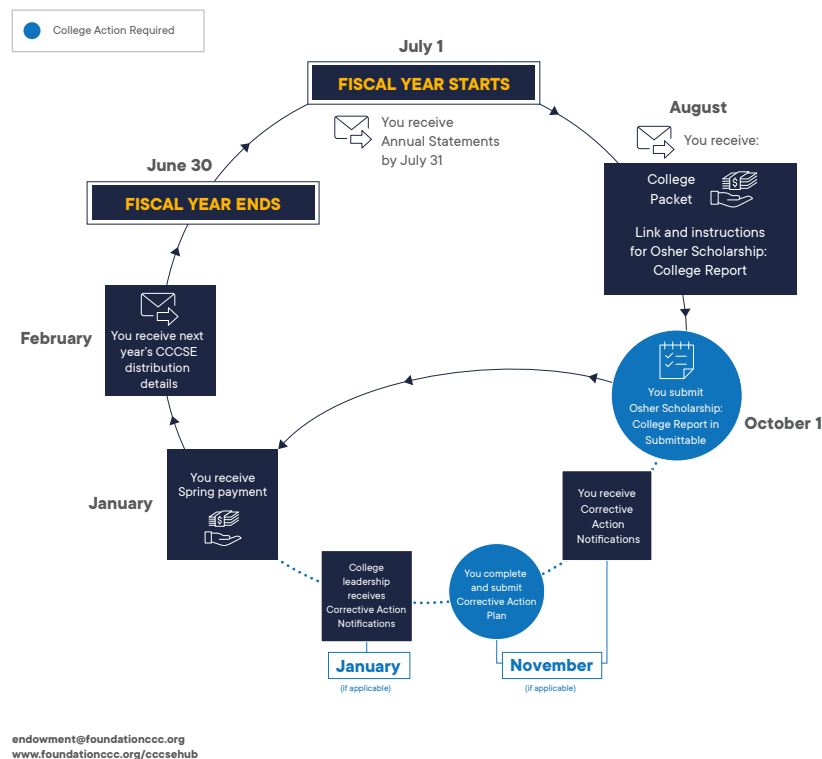
Since students must receive a California College Promise Grant in order to qualify for CCCSE Osher Scholarships, the scholarship awards cannot be used for tuition and enrollment fees. They can be used for other educational expenses, including textbooks, lab fees, uniforms, tools, and other equipment required by a student's course of study. It is up to each college to ensure, to the best of its ability, that students understand the purpose of the scholarship.

Scholarship Awards Timeline

FoundationCCC provides colleges with their disbursement of scholarship funds twice annually to align with the fall term (August of each year) and the spring term (January of each year). FoundationCCC will provide funds to colleges as early as possible in these months in order to allow for distribution to students prior to the start of the term.

Colleges and districts on a quarter system will receive the same biannual payments as other colleges (one payment in August and the second in January of each academic year) but may pay out scholarships to their students in a manner that works best within their academic calendar.

Annual Timeline for Scholarship Administrators At-a-Glance



Osher Scholar Thank You Letters

Once a student receives a CCCSE Osher Scholarship, they should be prompted to write a thank you letter to the Osher Foundation for its generous support. Students should provide their thank you letter to the college, which will then submit the letters to FoundationCCC for inclusion in annual reporting to the Osher Foundation. Colleges can submit thank you letters to FoundationCCC through the online platform [Submittable](#) or via email to endowment@foundationccc.org.

Reporting Requirements for California Community Colleges

FoundationCCC reports to the Osher Foundation annually and includes an overall summary of scholarships awarded for that year, college Corrective Action Plans, and student thank you letters. Accordingly, each California Community College must submit an annual report of their CCCSE Osher Scholarships to FoundationCCC. A reporting template is provided to colleges at the end of each academic year and is due to FoundationCCC at the beginning of October. Specific details, instructions, and timelines are communicated in the distribution of the reporting template. College reports must be submitted through the online platform [Submittable](#).

Corrective Action Policy and Corrective Action Plans

Colleges are encouraged to maintain the goal of a cash-on-hand balance of less than \$1,000 each fiscal year and put in place an overall management and staffing transition plan to ensure the program continues to operate effectively when staff or administrative changes occur. Colleges that accrue a cash-on-hand balance of \$5,000 or more or deviate from minimum established scholarship guidelines are subject to corrective action measures. Find the full Corrective Action Policy [here](#).

Colleges subject to corrective action measures will follow the process below:

- Based on review of the annual report, the college is notified of cash-on-hand or guidelines deviation.
- College submits a Corrective Action Plan to FoundationCCC through the online platform [Submittable](#).
- FoundationCCC notifies the Osher Foundation, the college's President, the college foundation's Executive Director (if appropriate), and other college leadership.
- If the issue(s) is not addressed or resolved by the following reporting period, the college submits a revised Corrective Action Plan.
- If the issue(s) continues, future scholarship payouts from the initial gift may be suspended until the next annual report indicates full compliance.