

VALLEY COLLEGE
VALLEY COLLEGE STUDENT CATALOG ADDENDUM
Martinsburg Campus
MAA Program
VALLEY COLLEGE MAA COMPLETION SCHOLARSHIP

The MAA Completion Scholarship is intended for students who started the Medical Administrative Assistant (MAA) program between March 2019 and February 2020, but for whatever reason left the program prior to completion either voluntarily or involuntarily. Valley College is offering this scholarship to those students who wish to return to complete any Valley College diploma or degree program. The recipients for this (scholarship) cannot have graduated from the MAA program or transferred to another program before the date 6/21/2021. Scholarship recipients will be determined by the Valley College Scholarship Committee and approved by the Director of Financial Aid. The student must start their new program or return to the MAA program by September 7, 2021.

Timing of award and award amount is as follows:

The award is up to \$7,000 (Seven Thousand dollars) and will be applied upon successful completion of the program.

Terms and Conditions:

1. Must meet the College's returning status programmatic admissions requirements.
2. Must meet the College's Admissions requirements for the program you are enrolling in.
3. Completion of the scholarship application including the essay question.
4. If the scholarship applicant's previous cGPA is below a 2.0, the applicant must work with the Director of Academic Affairs to develop an Academic Action Plan by the end of the first week of class.
5. Failure to graduate from the program for any reason will lead to forfeiture of the scholarship award.

This Valley College scholarship will be applied to an account balance owed to the College and has no cash equivalency. It is institutional funding that is applied as a last dollar offset, up to the total amount specified in the award, to the student account balance after all eligible federal, state and local funding has been disbursed to the student's account.

Application Procedure:

1. Meet with Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents
2. The prospective students may obtain a scholarship application from the Valley College Financial Aid office during the admissions process.
3. Complete the Scholarship Application which includes an essay question. All information requested on the application must be complete and legible. The application must be signed by the applicant.

Submission Procedure

The completed Scholarship Application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Director, Online Division. The Director, Online Director will review the scholarship application and recommend the applicant for the scholarship award and forward the application to the Director of Financial Aid to grant or deny the final approval.