Tuition Support Application
Screening and Review Process

SPP Scholars Tuition Support Application Recieved

- SPP Scholars Tuition Support staff recieves applications and sends email of reciept to SPP Scholars Tuition Assitance applicants
- Screens applications for completeness
- Follows up on any incomplete applications and contacts applicant for clarification as needed

Applications Screened and Reviewed

- SPP Scholars Tuition Support staff sorts applications into three categories- Does Not Meet, Meets, and Exceeds SPP Education requirements
- Forwads on Does Not Meet and Meets applications for review by SPP tuition support committe
- Applicants who exceed SPP education requirements are not considered for SPP Tuition Support and recommended to QPPD for follow up and PD funding consideration.

SPP Tuition Support Review Team

- Reviews all applications in the "does not meet" category and ranks them according to tuition policy priority levels
- Reviews all applications in the "meets" category and ranks them according to tuition policy priority levels
- Creates List of awardees recommended for funding and those recommended for waitlist
- Waitlist applicants ranked for priority
- Funding recommendations sent to EL Division

Wait Listed Applicants

- SPP Scholars Tuition Support staff contacts wait listed applicants by email and sends attached letter explaining wait list status and next steps recommended for the SPP applicant
- Waitlisted applicants will be recommended for funding as it becomes available

SPP Tuition Support Awarded

- Award letters and SPP Tuition Support Agreements drafted by SPP Scholars Tuition Support staff
- Sent to EL Division Deputy Director and EL Division Director for Signatures and forwarded to
- SPP Agency and SPP Scholar Awardee for acceptance and signature

Approved 12/05/2017