



INSTITUTIONAL POLICY D3045

Scholarship Opportunities Publication & Annual Refresh Cycle

Category: Finance
Subject: Scholarship Opportunities
Effective: February 24, 2026
Updated:

1. Authority

COCA 9.7

2. Policy

NCOM will publish an up-to-date list of scholarship opportunities available to COM students and will refresh that list on a defined annual cycle.

3. Scholarship opportunities publication (webpage + annual appendix)

3.1 NCOM's Office of Financial Aid will maintain a public-facing "Financial Aid & Scholarships" webpage that includes:

- 3.1.1 current scholarship opportunities list
- 3.1.2 application windows and deadlines
- 3.1.3 eligibility criteria and selection process summaries
- 3.1.4 the Office of Financial Aid contact information for counseling and scholarship advising.

4. Integration with financial counseling (using submitted evidence)

The Office of Financial Aid provides financial literacy and debt management counseling from pre-admission through graduation and maintains an open-door policy with scheduled appointments. Scholarship advising and publication will be incorporated into these counseling touchpoints (pre-admission information, orientation, annual counseling, and exit counseling).

5. Annual refresh cycle (owner + month)

5.1 Owner: Office of Financial Aid (AFC lead).

5.2 Review/coordination: Student Affairs and Finance as applicable.

5.3 Refresh month: January each year (with posting completed no later than March 1 for the upcoming academic cycle).

5.4 Annual refresh workflow:

- 5.4.1 Compile institutional scholarships (endowed/donor-funded, NCOM-funded) and confirm award amounts, number of awards, eligibility, and selection criteria.
- 5.4.2 Compile external scholarships commonly available to medical students and confirm active status, deadlines, and eligibility criteria.
- 5.4.3 Verify contact information, application steps, and required documents; remove expired opportunities and archive the prior-year list.
- 5.4.4 Update the Scholarship Opportunities List table (below) and obtain internal review approval (Financial Aid lead + Student Affairs).
- 5.4.5 Publish the updated list on the public “Financial Aid & Scholarships” webpage and announce availability to current students and applicants (email + portal/LMS notice).
- 5.4.6 Maintain an internal log of changes (date, editor, summary of changes) and retain the annual PDF appendix for accreditation evidence.

6. Scholarship opportunities list (template for webpage + annual appendix)

| Scholarship name | Type (Internal/External) | Eligibility (summary) | Amount / # awards | Application window / deadline | Selection process | Renewable (Y/N) | Student contact / office | Web link / evidence |
|------------------|--------------------------|-----------------------|-------------------|-------------------------------|-------------------|-----------------|--------------------------|---------------------|
| [TBD] | [TBD] | [TBD] | [TBD] | [TBD] | [TBD] | [TBD] | [TBD] | [TBD] |
| [TBD] | [TBD] | [TBD] | [TBD] | [TBD] | [TBD] | [TBD] | [TBD] | [TBD] |
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7. Record retention

The Office of Financial Aid retains the annual scholarship list appendix (PDF) and the change log per NCOM records retention requirements. The public webpage is updated annually and maintained as the current source of truth for applicants and students.

Signed by: 
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