

**MEMO**

**TO** Chief Executive Officers/Directors  
Licensed/Registered Private Schools, State Board of Private Licensed  
Schools

**FROM** Nicole Campbell, Division Chief

**DATE** February 17, 2022

**RE** Private Licensed Schools Memorandum #99

**Scholarships**

Policy Memorandum #99 serves to replace Memorandum #52, issued on February 27, 1998.

**The State Board of Private Licensed Schools, at the meeting held on February 17, 2022, approved this policy under the authority of 24 P.S. §6504 (a).**

The purpose of this policy memorandum is to provide guidance to licensed and registered Private Licensed Schools regarding 22 Pa. Code § 73.138 which states that a school may not grant a scholarship without prior approval of the Board.

Schools who wish to offer scholarships must first seek approval from the Board by submitting a formal written request to the Board. To submit a request, the school must be in good standing with the Board.

Requests will be submitted in accordance with Board meeting application submission deadlines. There are no fees associated with requesting Board approval to offer scholarships. Requests will be placed on the next Board meeting agenda for approval, in accordance with application submission deadlines, providing the school is in good standing with the Board. Board staff will not be able to offer preliminary approvals.

Schools who currently have approval from the Board to offer scholarships do not need to seek further approval. The approval to offer scholarships moving forward is granted and further evidence is not required.

If you question whether your school has prior approval, or if question whether your school is in good standing with the Board, please contact your Board Administrator.

Once obtained, schools will have the approval to offer monies to students in any amount without further Board approval. However, please keep in mind that the school may be required to report to the Board information on the monies offered to students, i.e., number of awards offered, number of awards accepted, and the dollar amounts awarded. Schools will want to ensure accurate and concise record-keeping of monies offered and awarded to students.

If you have questions about the information provided in this policy memorandum, please email Board staff at [ra-pls@pa.gov](mailto:ra-pls@pa.gov).