



## Procedures # 43104.5

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### AWARDING ACADEMIC SCHOLARSHIPS

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Academic Scholarships are university scholarships that are merit based scholarships that are awarded and monitored by the university.

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#### PROCEDURES

- A. The Admissions Office will review all students that have applied to the university and compile a list of students that meet the qualifications for an academic scholarship. The Director of Admissions will submit a recommendation list to the Financial Aid Office.
  - 1. The list will be emailed to the Director and the Assistant Director for Scholarships for appropriate action.
- B. The Director for the Financial Aid Office, Assistant Director for Scholarships along with the Scholarship Committee will review the recommendations submitted by the Director of Admissions and make sure that funds are available to award the scholarships.
- C. The Assistant Director for Scholarships will submit the list of students that are eligible to be awarded the scholarship and gain approval from the Scholarship Committee.
- D. The Assistant Director will compile a list of applicants receiving scholarships, what type of scholarship received, and the amount to be approved by the Scholarship Committee.
- E. The scholarship secretary will notify the scholarship recipient by email and USPS mail of the offer that the Scholarship Committee has decided to make.
  - 1. The scholarship recipient will be notified of the type of scholarship, the amount of scholarship and the criteria to retain the scholarship. This is the scholarship contract.
  - 2. The scholarship contract must be signed and returned to the Scholarship Office by the due date, if the student accepts or declines the scholarship.
- F. The Assistant Director for Scholarships will be responsible for posting academic scholarships to the student's financial aid package.
  - 1. Once the student accepts the academic scholarship, it is then posted on RPAAWRD (award form) located in the Banner System.
  - 2. RHACOMM (comment form) located in the Banner System is documented with notes, if need be.