



Administration of Scholarships

Purpose

The purpose of this policy is to set forth the requirements for administration of scholarships. This policy does not apply to organizations or individuals unaffiliated with Stephen F. Austin State University who control the funding of scholarships and selection of scholarship recipients.

Persons Affected

This policy applies to students admitted or readmitted to the university and to current students who seek scholarship assistance and/or are awarded a scholarship.

Definitions

Student: The term “student” means a person who is currently enrolled at the university, accepted for admission or readmission to the university, or enrolled in a prior semester and eligible to continue enrollment.

Office of Financial Aid and Scholarships: The administrative area that manages scholarships on behalf of the university.

Financial Aid and Scholarship Committee: This committee consists of representatives from each of the academic colleges appointed by the Provost and Executive Vice President of Academic Affairs and representatives from campus administrative units selected by the Office of Financial Aid and Scholarships.

Endowed Scholarship: The term “endowed scholarship” means a scholarship that has been created using donor funds where an agreement exists between the donor and the university and/or a scholarship governed by terms and qualifications designated by the SFASU Foundation.

Entity: The term “entity” refers to a university unit or affiliated organization that establishes a scholarship for students.

Policy

The university has established these guidelines to ensure fair treatment for all eligible students who apply for scholarship assistance and effective and compliant administration of scholarships. Scholarships are provided by the university and the SFASU Foundation. The Office of Financial Aid and Scholarships is responsible for oversight of the university’s comprehensive scholarship program and acts as a liaison between academic departments, the SFASU Foundation, and Admissions. The Office of Financial Aid and Scholarships sets deadlines, ensures that departments adhere to scholarship guidelines, and verify that funds are spent according to agreements as well as institutional, state, and federal regulations.



Procedures

A. Scholarship database system

The Office of Financial Aid and Scholarships is responsible for the management and maintenance of the scholarship database. The database provides a consolidated source for scholarship criteria, electronic scholarship applications, committee assignments, available disbursement amounts, and reports.

1. Endowed scholarships will be entered into the database.
2. Scholarships that are not endowed may be entered into the database at the discretion of the Office of Financial Aid and Scholarships.

B. Scholarship establishment

Each entity coordinates with the Office of Financial Aid and Scholarships to ensure correct scholarship management. The entity is required to submit the following: the FOP number, scholarship agreement, the intent of the scholarship and the eligibility date of scholarship disbursement. The Office of Financial Aid and Scholarships develops and maintains procedures to monitor scholarships.

C. Scholarship processing

Any student wishing to receive an endowed scholarship must complete the official SFA scholarship application. If there are no qualified applicants, the committee may select an otherwise eligible candidate. All students offered scholarships are required to complete a Conflict of Interest and Disclosure form.

D. Distribution of scholarship funds

To maximize scholarship funding and aid in the recruiting and retention of students, a pre-distribution form must be submitted to the Office of Financial Aid and Scholarships, by the responsible committee/department. This will constitute recommendation and authorization of scholarship disbursement. A post disbursement report is generated and sent to the appropriate academic area as notification of the scholarship disbursement. The account manager of the scholarship FOP will determine whether funds should be repaid if the student withdraws from the university or no longer meets the eligibility criteria. In such situations, the account manager must notify the Office of Financial Aid and Scholarships whether to charge back the funds and issue a bill to the student.

E. Employee conflict of interest and confidentiality

A conflict of interest can occur when personal interests affect the performance of a professional obligation to the university. All SFA employees who are part of a scholarship committee or have access to the scholarship software will be required to annually disclose potential conflicts of interest.



Related Statutes or Regulations, Rules, Policies, or Standards

Tex. Educ. Code § 51.969

Regents' *Rules and Regulations*, Rule 40406, Administration of Scholarships

Responsible Executive

Vice President of Enrollment Management

Forms

None

Revision History

September 1, 2023 (original)