

SCHOLARSHIP GUIDELINES
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I. Contacts

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Foundation Scholarship Accounting and Compliance

Jennifer Reinhold, Senior Accountant

Scholarship Guidelines

Scholarship Guidelines

Fund Number (a.k.a. “project” number) is the unique number the Foundation assigns to track each specific scholarship. Fund numbers for expendable (annually funded and not endowed) scholarships typically begin with a “1” and endowed scholarships begin with a “2.”

Item Type Number is the unique number FAS assigns to track each specific scholarship on campus.

Expendable Scholarships are not endowed and may receive annual or subsequent donations. The entire balance of an expendable fund is available to a college/unit, subject to any restrictions stated within an MOU.

If requested by the Donor or the college/unit, the Foundation will send donation reminders to Donors in November, or by special request for unique circumstances.

If a Donor requires an online submission/invoice request via their portal before donating to their scholarship and the college/unit has been doing this process in the past, please contact the Foundation to see if it would be more appropriate to have this process done by the Foundation.

Endowed Scholarships are permanently invested by the Foundation. An endowed fund’s annual spending allocation (the amount available to spend each year) is calculated based on the principal balance, market activity and earnings. The Foundation calculates balances after September 30th for the upcoming academic year.

Donations received for an endowment are invested in the principal1,2nhn15 Td (t)g1 (e)42 (a)4 (c)4 (t)-2 355 T

Scholarship Guidelines

Challenge Grants – Scholarships that receive challenge grant fund are reported by the Foundation to each college/unit in the annual scholarship report. However, challenge grant funds are handled by NDSU's Grant and Contract Accounting, and the annual scholarship report does not reflect additional scholarship money. If there are any questions related to challenge grant funds, please contact the Foundation or NDSU's Grant and Contract Accounting.

Only Foundation funds that are 100% utilized for scholarships are reported in the scholarship process. If a fund can be used at the college/unit discretion, which may include scholarships, it is only reported in the DCS monthly dean's and department reports process. This includes graduate student support.

Each college/unit will establish a primary MOU contact. All information between the Foundation, college/unit and FAS will flow through the primary contact. Department scholarship coordinators should work closely with their college/unit primary contact for information pertaining to their department scholarships. Colleges/units may choose to designate a secondary contact. The secondary contact will only be contacted by DCS in the event that the Primary contact is unavailable.

Rushed Awards are scholarships created during a scholarship cycle and the Donor expects the scholarship be awarded in that same scholarship cycle.

An award is rushed if:

1. The MOU is signed after

Scholarship Guidelines

III. Unallowable Practices

Unallowable practice	Problem	Expectation
Donor provides funds directly to an NDSU college or department to avoid the Foundation's receipting fee.	This prevents the Foundation from recording the gift in its Donor database, crediting the gift to the receiving college, providing fund tracking and reporting to NDSU, documenting the Donor's intent as required by ND law, and may violate the Operating Agreement between NDSU and the Foundation.	All scholarships administered by NDSU should be deposited with the Foundation.
Scholarship paid directly to the student and not reported to or disbursed by FAS. Usually done to avoid a student's federal aid from being reduced.	This is a federal compliance issue. Any scholarships received by a student must be reported and considered in a student's financial aid package.	All scholarships should be disclosed to and disbursed by FAS.

Scholarship reported to FAS to disburse the funds, but then the

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Scholarship Guidelines

Examples of Auto Match Criteria

- x College
- x Major
- x Minor
- x GPA
- x Academic level
- x FAFSA
- x City/county/state of residence

balances, or contact DCS with specific fund balance questions.

4. The college/unit will complete a New Scholarship Request form and email it to the Foundation to approve and sign. Once signed, the Foundation will email the form back to the originating college/unit and to FAS to assign a unique item-type number.

fund. Donorsⁿ should not be involved in recipient selection.

Financial need, when used as a criterion, is solely determined by the results of a student's Free Application for Federal Student Aid (FAFSA) and by FAS. "Financial need" and "need" have the same meaning for this purpose. A need-based scholarship is available only to U.S. citizens and eligible non-citizens who complete the FAFSA.

Students who enroll in a three-credit internship or Co-Op experience through the Office of Career Services are considered to be enrolled full-time.

VIII. Making Awards

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XI. Confidentiality

Donors often request information about their student beneficiaries. The Buckley Amendment of

possible. IS can provide updated biographical information upon request. The only thank you notes that should be sent directly to the Foundation are scholarships without Donor contacts or for classified Donors.

XIV. General Scholarship Workflow & Timeline

Foundation staff should be mindful of the scholarship timeline listed below, especially when working on a new MOU to establish a scholarship. As a general rule, DoDs should explain that new scholarships will not be awarded if they are created after scholarship applications have opened. Rushed awards cause additional workload for the college/unit, FAS, Admission, and DCS, and increase the likelihood of errors in award or non-compliance with Donor intent. Additionally, due to the way BAM operates, some criteria cannot be implemented in a rushed award, and students who have already completed applications are not notified of the new award opportunities. Finally, rushed awards can result in over-awards to students, which can create taxable income to the student and requires FAS and Admission to adjust award packages that have already been offered to students.

However, NDSU and the Foundation recognize that special circumstances may arise and may work with Donors in unique cases beyond the Donor's desire for an award to be made in an upcoming academic year. A rushed award requires special approval from the relevant college/unit, FAS, Admission, and DCS. DoDs should contact these groups as soon as they learn of a Donor's interest in a rushed award. The later a scholarship is created, the more problematic it becomes to rush an award. Rushed awards cannot be made on or after May 1.

Colleges/units should establish an awarding calendar to ensure that all available scholarship dollars are reviewed

March

- x Scholarship applications close for currently enrolled students March 1.
- x FAS sends financial aid award letters to incoming freshmen.

April/May

- x Incoming freshmen commit to attending NDSU by May 1.
- x College/units select recipients and enter them as finalists in BAM and notify FAS by May 1.
- x College/units with scholarships not administered through BAM submit recipient information to FAS by May 1 via the template from the Foundation.
- x FAS notifies scholarship recipients of awards.
- x Scholarship applications for College of Health Professions Scholarships close by May 22.
- x FAS enters scholarship awards into student financial aid packages by May 31.

June

- x FAS completes student award packages for Federal Financial Aid for upcoming academic year by June 5 for returning students.

July

- x If the process has not started yet, the college/unit begins preparing Donor letters to notify them of their scholarship recipient(s). These letters should be sent by mid-fall semester or before the college/unit scholarship banquet.
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February

- x DCS begins fund audit of previous academic year's scholarships.

June

- x FAS requests reimbursement from the Foundation for all scholarships paid out to students for the **current** spring semester.
- x The Foundation reviews the reimbursement request from FAS and works with them and the colleges/units if there are discrepancies. The Foundation reimburses FAS for the current spring semester by June 30.