

INSTRUCTION FOR AWARD

- Complete the *Scholarship Request Form* for each Scholarship recipient, including renewals.
- Submit only the original form to the Foundation offices **by March 1.**
- **ALL** Scholarship Award requests **must be reviewed by the FOUNDATION OFFICE** for verification of compliance with donor and University criteria requirements **before recipient is notified of award.**
- Once approved, the Awarding Department and Financial Aid will receive (by email) the Request for Scholarship Award stamped “APPROVED”.
- **AWARDING DEPARTMENTS SHOULD NOT NOTIFY STUDENTS OF AWARD UNTIL CONFIRMATION OF APPROVAL IS RECEIVED BACK FROM FOUNDATION.**
- Every possible effort should be made to award all available scholarship funding.
- Departments should review scholarship recipients after each semester to ensure in the event of student withdrawal or ineligibility that available spring funding is awarded.