
Guidelines for Administering Scholarships

Scholarships and awards (i.e. gift assistance) must be administered in a fair, efficient and consistent manner without prejudice or conflict of interest. Any individual administering scholarships must adhere to these guidelines:

- Coordinate efforts with your College Scholarship Coordinator (CSC). The CSC oversees all scholarship processes within each college.
- Determine selection criteria (e.g. G.P.A. and specific major) upon establishment of the scholarship, no matter what the funding source (e.g. Foundation, institutional funding, departmental). It is helpful to keep the selection criteria to a minimum.
- Publish the scholarship in the UNI Scholarship Directory so all students are aware of availability. Additional promotion of scholarships is encouraged for both current and prospective students.
 - Departments and college are responsible for updating their scholarships on the UNI Scholarship Directory.
 - Suggested ideas to promote scholarships include electronic communications, flyers, brochures, etc.
 - Work with the Office of Admissions to communicate with prospective students through various communication mediums.
- Communicate with CSC to suggest changes to UNI Scholarship Application. This must be done by submission deadlines.
 - CSC will communicate with Office of Financial Aid & Scholarships (OFAS) when questions on scholarship application must be changed.
 - Students are required to complete the UNI Scholarship Application for scholarships that are not awarded upon admission.
 - Completion of the scholarship application for renewals is not required, however, it is encouraged.
 - Use established application priority deadline of January 15th.
 - If a decision is made to award a scholarship upon admission, contact OFAS.

- Identify scholarship candidates using UNI Scholarship Application Reports generated from the UNI Scholarship Application. Contact OFAS to establish targeted reports.
 - Scholarship Administrators are responsible for downloading their reports.
 - Select recipients using the established criteria in an unbiased manner.
 - Any scholarship applicant that is a relative or friend of any employee (professor, instructor, secretary, clerical, etc.) within the department/unit may constitute a conflict of interest. In such case, the Dean of the College must approve and sign off on the award. If the applicant is a relative or friend of the Dean, the award must be approved and signed by the Provost Office. Contact your CSC or OFAS for guidance.
 - To leverage the limited scholarship funding consideration should be given to the following:
 - The sum of all scholarships (institutional and foundation) should not exceed the cost of tuition, fees, room, board, and books.
 - Be sure to use the “Amount Awarded” column on the UNI Scholarship Application Reports to identify scholarship total amount a student is already receiving.
- Notify recipient by sending a “Scholarship Offer Letter”. Sample letters are available from OFAS.

Scholarship Offer Letter should include:

- Instructions on how to decline award.
- Request for a “Thank-you Letter” to be sent to donor,
- Attach the “Thanking Your Scholarship Donor” (tips on how to write a thank-you letter) document.
- Notification that the student must be degree-seeking and enrolled full-time, and criteria and procedure for renewal (if necessary).
- If it’s a Foundation award, living donor name and mailing address should be included. If no living donor, UNI Foundation address should be provided.
- If award is departmental, work with CSC to determine mailing address.

- Submit electronic roster
 - The process for notifying OFAS is electronic via Financial Resources for Students (FW90) transaction.
 - Awards are split evenly between fall and spring semesters.
 - Scholarship recipient information should be submitted to OFAS no later than March 1.
- Notification to department and/or CSC will come from OFAS via e-mail if a student is not enrolled full time, is not enrolled, or has cancelled their admission to UNI.
 - The department should submit a roster removing award and select an alternate recipient.

According to federal regulations all gift assistance must be reported OFAS. The award becomes part of the student's financial aid package. For recruitment it is vital OFAS is notified of recipients in a timely manner so students receive the most accurate amount of aid available to them and so scholarship certificates can be mailed to high schools of new student recipients.