

NDSU SCHOLARSHIP GUIDELINES

TABLE OF CONTENTS

- CONTACTS
- GENERAL SCHOLARSHIP INFORMATION & DEFINITIONS
- ESTABLISHING A SCHOLARSHIP FUND
- SCHOLARSHIP AND AWARD INVENTORY
- CHOOSING RECIPIENTS
- MAKING AWARDS
- MONITORING STUDENT ENROLLMENT AND ELIGIBILITY
- RECIPIENT AWARD LETTERS
- CONFIDENTIALITY
- DONOR NOTIFICATIONS/INVITATIONS
- THANK YOU NOTES TO DONORS
- SCHOLARSHIP WORKFLOW/TIMELINE

CONTACTS:

NDSU OFFICE OF FINANCIAL AID AND SCHOLARSHIPS (FAS)

Michelle Marks, Scholarship Coordinator
231-8427 michelle.marks@ndsu.edu

Brigit Sprenger, Financial Aid Administrator
231-8397 brigit.sprenger@ndsu.edu

Jeffrey Jacobs, Financial Aid & Scholarships Director
231-7537 jeffrey.jacobs@ndsu.edu

NDSU FOUNDATION AND ALUMNI ASSOCIATION (FOUNDATION)

DONOR COMPLIANCE SERVICES DEPARTMENT (DCS) (Primary Scholarship Contact)

Jennifer Reinhold, Associate Director of DCS
231-6818 jennifer@ndsualumni.com

(Secondary Scholarship Contact)

Josh Andres, Controller
231-6854 josh@ndsualumni.com

INFORMATION SERVICES DEPARTMENT

Lana Hillius, Data Coordinator
231-6868 lana@ndsualumni.com

Gail Dancer, VP Information Services
231-6817 gail@ndsualumni.com

GENERAL SCHOLARSHIP INFORMATION & DEFINITIONS:

The Foundation's Donor Compliance Services Department (DCS) administers the scholarships held at the Foundation and also oversees the creation of each new Memo of Understanding (MOU), addendums/supersedes to MOUs, scholarship criteria compliance and any questions in these areas.

The Foundation's Information Services Department keeps a database of all constituents with current biographical information and email addresses. Colleges/departments and nonacademic units (college/unit) can request biographical information to send donors' their recipient notification letters, banquet invitations and thank you notes.

- If you are aware of constituent biographical changes please let the Foundation's Information Services Department know.

The Office of Financial Aid and Scholarships (FAS) is responsible for preparing and communicating information on financial aid and scholarships and helping students apply for and receive student loans, grants, scholarships and other types of financial aid.

Academic Scholarship Application, aka ASA Program (Previously AcademicWorks) is the University's scholarship software that is used for administering scholarships which includes student applications, scholarship awarding, and thank you notes.

Memo of Understanding (MOU) is the signed legal document between the Foundation, donor and the college/unit detailing the use of the donor fund. Criteria for scholarship awarding is specified within the MOU. If there is not an MOU in place for a specific scholarship, guidelines will be established between the Foundation and the awarding college/unit until an MOU can be put into place.

- Within a fund's MOU, donor restrictions and/or preferences for recipient criteria must be followed! The only exception to this would be if a preference creates a situation where there are no qualified applicants and thus funds cannot be awarded in a particular academic year. There is then flexibility in that preference to broaden the candidate pool based on all other criteria.

Memo of Understanding Addendum is the signed legal document put in place to change information within the original MOU.

Memo of Understanding Supersede is the signed legal document to replace all previous memos and addendums.

A Legacy Statement will be included in the MOU if the donor wishes. This is the statement about the scholarship that can be entered into the ASA Program for students to read.

Project Number is the unique number the Foundation assigns to track each specific scholarship.

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

- Each specific scholarship is assigned one unique Foundation project number and one unique FAS item type number and those two numbers should only be used for that specific scholarship.

Annually Funded (Expendable) Scholarships receive donations that can be spent to award scholarships.

- The Foundation project number for an annually funded scholarship typically begins with a 1 (or 7).
- If requested by the donor or the college/unit, the Foundation will send donation reminders to donors in November of each year if they have not yet funded their expendable scholarship for the upcoming year. Special circumstances for reminding a donor can be set up by request (example: to an organization whose board meets a certain time of the year and donates at that time).
- 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. (this pertains to corporate donors)

Endowed Scholarships receive donations that are permanently invested as principal. The annual spending allocation (the amount available to spend each year) is calculated based on the principal balance, market activity and earnings. Spending allocation is calculated annually after September 30 for the upcoming academic year.

- The Foundation project number for an endowed scholarship typically begins with a 2.
- Because donations received for an endowment are invested in the principal at the beginning of the next full calendar quarter, new endowments may not generate a full year's worth of earnings the first year (depending on when the donation was received).

Endowed Scholarship Supplements allow a donor to donate to the spendable side of an endowment. This amount would not be invested in the principal but would be applied to the amount the scholarship could award. (Example: A donor wants their scholarship to award \$1,000.00 annually, but the endowment is currently only generating \$800. The donor can donate the difference (\$200 + Foundation's gift fee) to get the award up to \$1,000.00 for the upcoming academic year. When sending a donation, the donor should always note that it is for supplementing. (The supplemental donation would not be invested into the principal of the endowment.)

- If requested, the Foundation will send supplement reminders to donors in December of each year after the endowment spending allocation has been calculated and approved for the upcoming year.
- If a college/unit is expecting a donor to supplement an endowed scholarship and needs to know if the donation has come in, they can request a report from the Foundation's DCS Department at any time.

Paper **compliance forms** will no longer be used once all scholarships are being administered and awarded through the ASA Program. However, any scholarships not administered through the ASA Program will continue to need compliance forms. If you are missing a compliance form please contact the Foundation's DCS Department.

Donor Selects Recipients/External Scholarships are scholarships that are not administered by an academic college/unit. The donor (usually corporate) administers and selects the recipient for their scholarship. The donor gift should **NOT** go to the Foundation but instead be written and delivered to NDSU to apply directly to the student's account. (These are not tax deductible donations and there is no Foundation donor recognition associated) These scholarships can be set up in the ASA Program as external scholarships. If you know of any of these scholarships please inform FAS.

ND State Challenge Grant Scholarships are reported by the Foundation to each college/unit just like any other scholarship. They are also reported by the Foundation to Grant and Contract Accounting for their tracking and reporting purposes which is required by the State. This does not reflect additional scholarship money available when it appears on campus reports and does not change the scholarship process for each college/unit. The fund range on campus for the challenge grant scholarships is 79400-79599. If there are any questions related to ND state challenge grant scholarships, please contact the Foundation or Grant and Contract Accounting.

Graduate Student Support funds held at the Foundation are not reported in the scholarship process unless they are 100% utilized for graduate scholarships that will be awarded to the recipient through the Office of FAS. Graduate student support funds (stipends, research assistance, etc - could have a scholarship component) are reported in the DCS monthly dean's and department reports process.

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 or for specific expenditures which may include scholarships, it is only reported in the DCS monthly dean's and department reports process.

One primary and one secondary contact will be established in each college/unit. All information between the Foundation, college/unit and FAS will flow thru the primary contact. Department scholarship coordinators should work closely with their college/unit primary contact for information pertaining to their department scholarships.

ESTABLISHING A SCHOLARSHIP FUND:

1. An NDSU Foundation Development Officer will work with the donor to create a Memo of Understanding (MOU) to define the stipulations of the new scholarship.

2. Once the MOU is approved and signed, the Foundation will assign the new scholarship a unique project number. The Foundation will email a finalized copy of the MOU to the college/unit along with the Foundation project number.
3. 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 for their office to assign a unique item-type number.

- New scholarship request forms can be found at:
https://www.ndsu.edu/provost/academic_resources/forms/reimbursements/

Please retrieve and complete this form for EACH new request as it will be the most current and up to date form. When completing the form, the name of the scholarship must match the MOU.

4. Once FAS assigns the scholarship a unique item-type number, they will report it, along with the Foundation project number and the scholarship name, back to the college/unit and the Foundation.
5. Each college/unit will enter the new scholarship into the ASA Program with the help of FAS.
 - Create a new scholarship which will include the description and qualifiers/criteria based on the MOU.
 - Enter legacy statement if included within the MOU.

SCHOLARSHIP AND AWARD INVENTORY:

To ensure appropriate use of Foundation scholarship funds and to maximize dollars available for spending without over-spending, the college/unit scholarship coordinators, committees, FAS and DCS department must understand the scholarship guidelines and details of available scholarships. The ASA Program is the central location for scholarship administration and will have a description of each scholarship with the qualifiers/criteria based on the MOU, which are attached in the ASA Program for viewing.

Each awarding college/unit should review the ASA Program to keep track of the types of scholarships they manage and their eligibility requirements. Having an organized understanding of the college/unit's funds is helpful for strategic planning and fund utilization (i.e. how many endowments may be used for recruiting first-year students, or which scholarships may be used to strengthen the pool of students enrolled in a specific major).

The Foundation provides each college/unit with amounts available to award for the upcoming academic year by January 31.

CHOOSING RECIPIENTS:

To ensure that qualified student applicants are appropriately awarded scholarships, a college/unit must be certain that applicants satisfy all eligibility criteria stated in the Memorandum of Understanding (MOU).

College/units should first select students who match all defined criteria restrictions and preferences within the MOU. The only exception to this would be if a preference creates a situation where there are no qualified applicants in a given academic year, there is then flexibility to broaden the applicant pool based on all other criteria.

Some awarding processes require initiating and communicating with scholarship committee members or third party contacts, internally or externally. College/units should initiate and draw closure to all communications that are necessary to begin and to end the awarding process for each scholarship fund.

Donors should not be involved in recipient selection. The only exception to this rule would be if a donor was a member of the scholarship committee and did not have majority vote.

Criteria designating financial need require a review of financial aid data, provided by FAS. 'Demonstrated,' 'documented,' or 'proven' financial need is determined by the results of the student submitting a Free Application for Federal Student Aid (FAFSA) and by FAS. Financial need and need have the same meaning for this purpose.

By default, a need-based scholarship is available only to U.S. citizens or eligible non-citizens, those who are eligible to complete the FAFSA and who demonstrate financial need (as determined by the FAFSA results).

The University determines that students who enroll in a three credit internship or Co-Op experience through the office of Career Services are determined to be enrolled full time, so are eligible for all NDSU scholarships.

MAKING AWARDS:

The college/unit should ensure that all available funds are awarded; that recipients are notified in a formal, timely and accurate manner; and that thank-you responses are written and received.

College/units must notify FAS of all University scholarship awarding. FAS is the central administrative unit for all forms of student financial assistance. Federal and state regulations require FAS to be aware of all forms of financial assistance that students receive since they could affect a student's eligibility for federal and state aid resources. Awarding scholarships in the ASA Program constitutes notifying FAS.

Awards posted and divided evenly between fall and spring semesters typically prevent adjustments to the recipients other financial aid sources. It is highly recommended that scholarship awards of \$1,000 or more be split evenly between fall and spring semesters. The rationale is to assist the student with paying education related expenses each semester. If not split evenly, students have a hard time coming up with the funds in the semester the student does not receive scholarship funding.

Awards can be made throughout the academic year as additional funds become available. Awarding is most effective, however, if done before the fall and spring billing cycles.

Students who are awarded financial assistance in excess of their financial need or the cost of attendance are considered to be in an "over-award." As a result, their financial aid sources are adjusted. Most over-awards can be avoided by having scholarships posted in early February (first year students) or by May

1st; before or at the same time other aid sources are being awarded by the Office of Financial Aid and Scholarships.

MONITORING STUDENT ENROLLMENT AND ELIGIBILITY:

College/units should monitor students' enrollment, eligibility and scholarship award statuses using the ASA Program. This is very important to ensure that donor criteria is met and in compliance with the MOU. Please review the Foundation's Fund Compliance Guidelines for more information about ensuring donor intent.

RECIPIENT AWARD LETTERS:

College/units should send formal award letters or notifications to selected recipients in a timely manner to reach the college/unit goals of recruitment, retention, or recognition. Award letters or notifications should include the scholarship name, the award amount, the term of the award (e.g., 2018-19 academic year), the enrollment requirements (e.g., full-time, specific college or campus), and the renewal criteria (if applicable). Award letters or notifications should also include other pertinent information agreed upon by the college/unit.

CONFIDENTIALITY:

The Buckley Amendment of FERPA, as well as University policy regarding confidentiality, identifies 'nonpublic' from 'public' or 'directory' information. College/units should not share confidential academic or financial information with individuals other than University employees without the written consent of the student. College/unit should understand and maintain the confidentiality of student records.

Donors often request information about their student beneficiaries. However, laws governing student confidentiality should be followed, including University Student Privacy Policy which can be found at <https://www.ndsu.edu/registrar/records/ferpa/>. Information that may be routinely released to donors about their scholarship recipients is provided below. Other information beyond what is listed is not public information and should not be shared with a donor without written permission from the student.

Public Information:

1. Name (all names on record)
2. Address (all addresses on record)
3. E-mail address (all electronic addresses on record)
4. Phone number (all phone numbers on record)
5. Height, weight and photos of athletic team members
6. Major field of study (all declared majors)
7. Minor field of study (all declared minors)
8. Class level
9. Dates of attendance
10. Enrollment status
11. Names of previous institutions attended

12. Participation in officially recognized activities and sports
13. Honors/awards received
14. Degree earned (all degrees earned)
15. Date degree earned (dates of all degrees earned)
16. Photographic, video or electronic images of students taken and maintained by the institution (excluding Student ID photos)

Some students request that the University keep all information about them confidential by informing the Office of Registration and Records. In this case, no information, not even the fact that the student is enrolled, can be released without written permission from the student.

DONOR NOTIFICATION/INVITATIONS:

The college/unit is responsible for preparing donor letters to notify them of their scholarship recipient(s). These letters should be sent by mail or electronically by early fall semester or before the college/unit scholarship banquet. The Foundation's Information Services department can provide updated biographical information upon request.

THANK YOU NOTES TO DONORS:

The college/unit is responsible for ensuring donor thank you notes are completed by recipients. It is expected that all scholarship recipients send a thank you note when receiving a scholarship. (after donors are notified of recipient(s) by the college/unit). These should be sent directly to the donor if there is donor contact information on file. The Foundation's Information Services department 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.

SCHOLARSHIP WORKFLOW/TIMELINE:

A college/unit awarding calendar should be created to ensure that all available scholarship dollars are reviewed and spent in a timely and proactive manner. Following a college/unit calendar ensures that available funds are used to maximize recruitment, retention, and recognition of student achievement.

For example, college/unit should be following the FAS awarding cycles and coordinating their scholarship awarding accordingly: Awarding first-year students by early February and upper-division students by May 1st increases the likelihood of impacting recruitment, retention, and assistance to families planning semester bill payments. Admissions is responsible for awarding first-year students. Following the FAS calendar reduces the possibility of later adjustments to a student's federal and state aid sources.

An awarding calendar highlights the college/unit timeline of important dates/issues and correlates them with the FAS established timeline. (e.g., availability of student grades, student financial aid data, scholarship committee members, and the application process)

October

- The Foundation begins calculating the endowment spending allocation and has it completed by December 31 for the upcoming academic year.

December

- Currently enrolled students start applying for scholarships within the ASA Program beginning December 1 for the upcoming academic year.

January

- The Foundation distributes reports of available scholarship amounts to colleges/units by January 31 for the upcoming academic year. (These reports will be in the form of a template to fill in recipient and awarding information).

February

- Colleges/units update the ASA Program scholarship amounts and availability in early February for the upcoming academic year. First year student award selections should be complete.

March

- Preferred scholarship application deadline is between March 1 and March 15.

April/May

- College/units select recipients, enter them as finalists into the ASA Program, and notify FAS by May 1 via the template from the Foundation.
- College/units with scholarships not administered thru the ASA Program submit recipient information to FAS by May 15 via the template from the Foundation.
- FAS notifies recipient of award by email through the ASA Program.
- FAS enters scholarship awards into student financial aid packages by May 31.

June

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

July

- The ASA Program application/award cycle is closed and archived by July 15.
- 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 mail or electronically by mid-fall semester or before the college/unit scholarship banquet.
 - The college/unit oversees that students complete thank you notes to donors and that they are sent by paper or electronically through the ASA Program by mid-fall semester (after donors are notified of recipient(s) by the college/unit). Thank you notes should be sent directly to the donors and should not be routed through the Foundation. If there are no donor contacts or the donors are classified, then thank you notes can be sent to the Foundation.

- Utilize the Foundation's Information Services Department for updated biographical information.

September

- Scholarship funds will be disbursed to student accounts for fall semester after 100% refund period (approximately 2 weeks after start of the semester).

October - Timeline starts again for the upcoming academic year.

December

- FAS requests reimbursement from the Foundation for all scholarships paid out to students for the **current** fall semester. The Foundation reviews the reimbursement request from FAS and works with them and the college/unit if there are discrepancies. The Foundation reimburses FAS for the current fall semester by December 31.

January

- Scholarship funds will be disbursed to student accounts for spring semester after 100% refund period. (approximately 2 weeks after start of the semester)

June

- FAS requests reimbursement from the Foundation for all scholarships paid out to students for the **current** spring semester. 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.