

ASC Guidelines for Scholarships Management

Arts and Sciences Scholarship Task Force:

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Purpose:

As a major public institution, The Ohio State University is held to a high level of accountability for its business practices. Numerous constituencies (including students, alumni, donors, and the federal government) have an interest in how the university awards scholarships to students. Accordingly, every reasonable effort must be made to ensure good stewardship of resources invested and awarded to students. The College of Arts and Sciences has approximately 660 scholarship accounts as of FY17, and awards \$2M in scholarships to nearly 1,500 students. These guidelines are intended to directly benefit students through improved process efficiencies in awarding scholarships through:

- Increased collaboration and coordination between the college, departments, Advancement, and Student Financial Aid (SFA).
- Enhanced impact of support on recruitment and retention goals.
- Increased consistency and efficiency of scholarship awarding and reporting.
- Ensuring the donor's intent is effectively monitored and honored.

Awarding Philosophy & Guidance:

- Departments retain the responsibility and oversight to award scholarship funds that reside in the department. Scholarships must be awarded in accordance with donor intent, reflected in the fund description.
- The college will provide central guidance and information to departments in order to address any underutilization of funds, to improve execution of donor intent, to assure consistency in timing of awards and awarding philosophy, and to help in coordination with Student Financial Aid.
- To provide the greatest impact on College of Arts and Sciences students, it is recommended that a minimum of \$1,000 be awarded to each recipient if possible, keeping in mind that larger awards beyond \$1,000 per person are encouraged.
- For students enrolled for the academic year, it is suggested that merit and need-based awards should be divided in half. One half should be awarded toward autumn semester and one half should be awarded toward spring semester.
- Cash balances in scholarship funds are not intended to appreciably accumulate year over year unless this is consistent with the donor's intention. For funds that have growing cash balances year over year or that have accumulated cash balances that exceed 2 times the expected annual income from the fund, please work with the department or divisional business manager to develop a spending plan.

Processing & Reporting:

- The college will maintain a central database of information on funds that include name, description, org, department, cash balances, additions and deductions to the fund, and available balance – as well as – fund contact information.
- To help ensure financial aid is most impactful and beneficial to the student, the college suggests that departments use the Student Financial Aid awarding timeline along with the projections that are provided



by Student Financial Aid. These dates are established annually and communicated to department managers and scholarship administrators by the Director of Student Programs. They include deadlines for new first-year student awards, summer awards and enrolled student awards.

- If needed, clarification on the projections and fund balances can be provided by the department manager or divisional finance manager.
- Awards are transmitted to Student Financial Aid via SharePoint, a secure file sharing process. A file upload template is used for transmittals and should include the OSU ID for each student awarded, term of award and item type for each fund. The college's Student Financial Aid liaison can provide SharePoint login information and the file upload template.
- Use of eReports is encouraged in order to review funds awarded, student recipients, award amounts and dates of term disbursements.
- To ensure students accurately understand the terms of their award, award letters should include the following information: official fund name, the amount of the award, the term(s) and the year the award will be applied to, whether the award is renewable or a one-time award, and any requirements that must be met in order to retain eligibility and, when appropriate, renew the award.
- Application certification recommended by Student Financial Aid – ensures that student information may be shared with donors or other constituents for the purpose of stewardship reporting, profile stories, publicity, etc.:

Certification: *Answer Required

By submitting this application I affirm that the information which I have provided on this application form and any additional material that I submit related to the financial aid process is complete, accurate, and true to the best of my knowledge. Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), I hereby authorize The Ohio State University to release the scholarship application information provided by me, as well as other official and unofficial Ohio State information regarding my academic progress, status and financial need, to scholarship donors, their designated contacts, college departments and scholarship committees for the purpose of providing the donors with information concerning my eligibility as a scholarship recipient. I also understand that furnishing false information may result in revocation of my financial aid or may result in disciplinary action pursuant to The Ohio State University Code of Student Conduct.

****Enter your initials to confirm certification:***

- Awards Supporting an International Travel Experience -

To ensure the health and safety of all students participating in an education abroad experience including formal programs, independent research etc., units should contact the Office of International Affairs international risk manager with the names and destinations of potential scholarship recipients prior to offering an award. Once OIA has determined there aren't any issues with the proposed experience, students may be notified of their award. Students who are not part of an Ohio State-approved education abroad program must apply for supplemental international insurance prior to disbursement of any award. Information on Ohio State-approved programs may be found on the OIA website.

Students who are applying for funding to support an education abroad experience should receive information on required supplemental international insurance as well as the university's policy regarding travel to risk designated locations. It is recommended that this information be made available on the scholarship application and/or the web page where the unit's education abroad funding is listed, as well as included in the award letter. Information on supplemental international insurance as well as the university's policy regarding travel to risk designated locations may be found on the OIA website and is available from the university's international risk manager.