IUPUI SCHOLARSHIP AWARDING POLICIES

Indiana University Purdue University Indianapolis (IUPUI) provides undergraduate scholarships to students who are degree seeking and currently enrolled through funds provided by University general funds, the federal and state government, and private donors, including the Indiana University Foundation.

RATIONALE

Student recruitment and retention are key components of the University's strategic plan. University scholarships must be leveraged to insure the maximum utilization of funds to meet the University's enrollment goals to attract students of high ability, students who will contribute to the diversity of the student population, and to remove financial barriers to attendance in order to maintain access for qualified students. In order to accomplish these goals, a high level of coordination in the awarding of scholarships is required. University procedures need to be clarified to enhance overall coordination of scholarships with the individual schools and personnel involved in the scholarship awarding process across the IUPUI campus.

WHO SHOULD KNOW THESE POLICIES

- Chancellor
- Vice Chancellors
- Deans
- Directors/Department Heads
- School Scholarship Coordinators
- Office of Student Scholarships Staff
- Office of Admissions Staff
- Office of Student Financial Services Staff
- Undergraduate Students
- Graduate Students
- Development Officers
- Fiscal/Business Officers

IUPUI AWARDS TIMELINE AND RATIONALE

To offer the best possible student service while awarding institutional aid in the timeliest fashion to maximize benefit to both the student and university, please note the following timelines.

> **Student Aid releases 10 days prior to the start of classes for each academic term.**

Fall Scholarship Awards

March 1st (Incoming Freshman): Departmental awards should be entered into the Departmental Entry system via SIS no later than March 1st to ensure that scholarship awards will appear on the Incoming Freshman's Financial Aid Award Notifications. This will better serve both the student and IUPUI as this will provide a more accurate account of the student's Financial Aid for the academic year and will serve to increase the probability of the student's matriculation.

June 1st (Continuing Students): Departmental awards should be entered into the Departmental Entry system via SIS no later than June 1st to ensure that scholarship awards will appear on the Continuing Students' Financial Aid Award Notifications. This will better serve both the student and IUPUI as this will provide a more accurate account of the student's Financial Aid for the academic year and will serve to increase the probability of the student's retention.

July 1st : The final priority due date that scholarship awards should be entered into the E-Award departmental entry system is July 1st as award notifications submitted by this date will appear on the student's Fall Bursar Bill.

Mid-July: Anticipated Fall Bursar Bills are determined and released.

Early-Mid August: The anticipated due date of the fall Bursar Bills.

Although it is not always possible it is best for the student if the awards are determined prior to bills being released**. For Financial aid packaging purposes, it is also best to try to award the amount for the entire year at the beginning, rather than a partial award in the fall and the rest of the award in the spring.** It is often easier and less confusing for the student to be packaged with academic year awards in the fall, rather than offering a spring only award which may require an account adjustment in the spring to ensure there is no overaward.

Spring Scholarship Awards

November 15th: Departmental spring awards should be entered into the E-award Departmental Entry system no later than November 15th to ensure that the scholarship awards will appear on the student's Bursar bill. This will better serve the student by eliminating any confusion on the Bursar balance date and the personal deferment option. Please note awards entered after this date may not appear on the student's Bursar account.

December 1st: The final priority due date that scholarship awards should be entered into the departmental entry system via SIS is December 1st as award notifications submitted by this date will appear on the student's Spring Bursar Bill.

Mid- December: The anticipated due date for the Spring Bursar bills

Summer Scholarship Awards

April 1st: Departmental summer awards should be entered into the E-award Departmental Entry system no later than April 1st to ensure that the scholarship awards will appear on the student's Bursar bill. This will better serve the student by eliminating any confusion on the Bursar balance date and the personal deferment option. Please note awards entered after this date may not appear on the student's Bursar account.

April 15th : The final priority due date that scholarship awards should be entered into the departmental entry system via SIS is April 15th as award notifications submitted by this date will appear on the student's summer Bursar Bill.

May 1st: The anticipated due date for the summer Bursar bills

Summer awards are to be processed in the same way as academic year awards. Summer awards also release 10 days prior to the start of the summer term. To be packaged with other financial aid and avoid any adjustments after the disbursement date, departmental awards need to be entered into the SIS system by April 15th at the latest, using the departmental entry page. This applies to any student who is enrolled and eligible to receive the awards for the summer. Any award to be posted during a time of non-enrollment is discouraged; however, we know there are a few exceptions. When using the Departmental Entry system in SIS please remember to take note of the red flags for Summer FA terms. If you proceed with entering an award with no FA term built when the student is not enrolled, the award will not release. If the student is eligible for the award without enrollment, contact the Office of Student Scholarships for an alternate processing method to force the award to release into the student's Bursar account.

SPECIAL SITUATIONS REGARDING TIMELY AWARDING

Situations where funds are not posted by departments or schools in time to meet the above deadline can still be accepted and posted to a student's accounts on an exception basis. However, aid entered after the stated deadlines can negatively impact a student's existing aid and result in delayed posting and possible late fees on the student account. It is expected that the Office of Student Scholarships (OSS) will work with the school scholarship coordinator/fiscal officer to ensure compliance with this policy. The posting of award after the stated deadlines are expected to be minimal. The late posting of scholarship funds will need to be awarded through the financial aid system by the OSS. Extenuating circumstances and special situation exceptions can be granted only by the director of the Office of Student Scholarships or designee.

POLICIES

The following policies govern the awarding of scholarships IUPUI.

1. Determining student financial need

    The Office of Student Financial Services will be the Campus authority on determining student financial need. The Office of Student Scholarships will be the department responsible for campus coordination, determination of eligibility, and selection of recipients for merit and need-based scholarships (except for those scholarship programs housed within the academic units).

2. Interpreting endowment agreements and donor language

    a. Existing agreements

        In order to meet the Campus' strategic initiatives in relation to enrollment goals, the Office of Student Scholarships will determine the usage of scholarship funds when

the donor is silent on financial need and merit requirements. Flexibility in awarding funds is critical to meeting the Campus' enrollment goals on an annual basis.

The Office of Student Scholarships, in conjunction with the Indiana University Foundation, will be the coordinating office for questions regarding interpretation of scholarship language in existing donor agreements with respect to scholarship awarding requirements. Office of Student Scholarships will make determinations of awarding, manage the overall process, and respond to outcomes of the decisions when required (except for those scholarship programs housed within the academic units). The Office of Student Scholarships' goal will be to insure proper stewardship of funds based on donor wishes while meeting enrollment management strategic goals. Please note that executors, friends, and family members of the donor or his/her estate cannot add to or change criteria or compel the Campus to administer the funds in a way that differs from the donor's written wishes.

b. New scholarship agreements

In order to meet the strategic goals of the Campus, development officers should directly consult with the following Campus units when scholarship agreements are being created:

- Academic Dean (or designee)
- Office of Student Scholarships
- Indiana University Foundation

3. Centralized disbursement of scholarships, grants, awards, and prize payments

IUPUI policy, in compliance with federal student aid regulations, requires that all scholarships, grants, awards, and prize payments to IUPUI students be made through The Office of Student Financial Services (and/or their academic department designee).

4. Timely awarding of scholarship funds (merit and need-based)

In order to meet the strategic enrollment management goals in relationship to the recruitment and retention of undergraduate students, merit scholarships from departments or schools shall be determined by March 1st of each year and awarded (at least in an anticipated status) at that time so the awards will be reflected on the incoming student's financial aid notification letter. All scholarship aid for continuing students should be determined by June 1st of each year and awarded (at least in an anticipated status) at that time so the award will be reflected on the IUPUI student's financial aid notification letter.

5. Private Donor (External) Scholarships

a. Notification

It is the responsibility of a student to notify the Office of Student Scholarships of the award of a private donor scholarship. The student should submit the following

information in writing: name of the award, amount of the award, and the term for which the award will be paid. Once the Office of Student Scholarships has this information, a placeholder will be posted to the student's account and adjustments to other aid will be made if necessary.

b. <u>Timely posting of private scholarship funds</u>

Private scholarship payments will post to a student's account within 5 to 7 business days of receipt if the Office of Student Scholarships received previous notification of the private donor scholarship. If prior notification of the award was not received, there may be a delay in posting in order to adjust existing aid on a student's account and to insure the student's account falls within federal, state, and institutional guidelines of aid eligibility.

6. Additional IUPUI Awarding Policies

a. Any funds awarded by the institution to an IUPUI student, regardless of the timing of awards, are considered a resource with the limited exception of prizes (defined below). This includes scholarships, fellowships, fee waivers, and all monetary benefits with the exception of wages for service to the University which must be paid through Payroll. http://ifap.ed.gov/fsahandbook/attachments/1011FSAHbkVol3Ch8.pdf. This is based on the Department of Education's (DOE) definition of Estimated Financial Assistance and on the Packaging Federal Financial Aid regulation.

b. Regardless of the timing of an award, it must be attributed to the enrollment period it was intended to cover even if that period has ended. SIS award entry is restricted to one week prior to the last day of each academic term. Please be aware of entry deadlines provided by OSS. (Refer to Procedural Manual)

c. An IUPUI student may receive institutional funds intended for periods of non-enrollment (usually summer) if this is consistent with the purpose of the funds.

d. IUPUI strives to comply with the intent of donors when administering funds to students and others on their behalf; however, donor intent, no matter how specific or strongly worded, may not supersede the University's obligation to meet federal regulations that apply to students receiving federal financial aid.

e. The regulations for federal financial aid recipients allow for certain limited exceptions, as well as the manipulation of loan funds for accommodating additional resources and resolving overawards. Evaluation of the circumstances and determination of appropriate treatment is at the discretion of the financial aid office. It is important to note that any awards made by the institution are considered as awards made by the financial aid office—not by an outside entity. Based on DOE Overaward guidelines.

f. It is the IUPUI department/academic unit/school's responsibility to monitor the expenditures on their accounts including scholarships/fellowships awarded, disbursed, adjusted, or cancelled.

DEFINITIONS

Scholarship	Financial support based on academic achievement or other criteria that may include financial need. Depending upon the funding source, either the university or the donor of the scholarship sets the criteria for recipient selection. Proceeds of the scholarship offset the cost of the student's education for an upcoming or current academic year, depending on when the student receives the funds. Example: Departments, schools, or the Office of Student Scholarships select recipients based on the criteria of the scholarship agreement (major, grade level, grade point average, financial need, or a combination of other restrictive criteria). Credit for the scholarship is reflected on the student's invoice for tuition/fees and/or housing.
Grant	Financial support based on financial need or other criteria that may include academic achievement. A grant recipient is selected based on specific criteria, which is typically set by the federal or state governments or the university. Generally the proceeds of the grant are used to offset the cost of a student's education for an upcoming or current academic year for performance or criteria met during the previous academic year. Example: The Office of Student Financial Services selects a recipient based on financial criteria and/or grade level and cumulative grade point average as well as other criteria. Credit for the grant is reflected on a student's bill for tuition/fees and/or housing.
Award	Any funds, such as scholarships or grants, awarded by the institution to a student with the limited exception of prizes (defined below).
Prize	Payments or winnings based on a contest or other criteria and which does **not** include the following requirements: • The recipient is required to use the disbursement for educational purposes. • The recipient has to be a student to win the prize. • The contest is related to the student's university courses or degree completion.
Cost of Attendance (COA)	The cost of attendance for a student is an estimate of educational expenses for the period of enrollment and provides an upper limit on financial resources. Expenses include tuition and fees, books and supplies, transportation, room and board, and personal expenses.
Expected Family Contribution (EFC)	The EFC is determined by federal formulas applied to student-supplied data on the Free Application for Federal Student Aid (FAFSA). Changes to the FAFSA data components may be made on appeal when the student's and/or family's financial circumstances change. Appeal approval or denial is solely at the discretion of the financial aid office.
Financial Need = COA - EFC	Need is defined as the difference between cost of attendance (COA) and the expected family contribution (EFC). A student with federal aid awarded on the basis of need cannot have total resources in excess of

	need. All resources count toward need with the exception of non-need-based federal and private student loans. Depending on the student's individual situation, financial need may be affected by adjustments to COA or EFC. Unmet need is need not met by financial aid or other resources.
Financial Aid Package	The combination of federal, state, and institutional aid awarded to meet a student's need or to cover the cost of attendance is referred to as the 'financial aid package.' Resources from any other source, e.g. scholarships from Rotary Club, departmental fee remission, etc., must be accommodated in the package within the restrictions that apply based on the student's eligibility, need and types of federal aid awarded. Just like COA, a student's financial aid package covers a specific period of enrollment.

Additional Information on awarding practices with more specific instruction can be found in the *IUPUI Scholarships and Fellowship Awards Procedural Manual* linked on the IUPUI website at http://www.iupui.edu/~scentral/scholars/depts.html.