

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Academic Affairs

NUMBER: 06.B.02

AREA: Tuition and Fees

SUBJECT: Administration of Scholarships and Financial Aid

1. PURPOSE

- 1.1. This document establishes guidelines for the administration of scholarships and financial aid.
- 1.2. Scholarship and financial aid programs shall be administered on an individual basis according to the particular circumstances of the applicant and the policy of the particular program. These programs shall be designed to assist all qualified students who have demonstrated need and/or to reward students who have outstanding scholastic records or other meritorious achievements.

2. POLICY

- 2.1. The University of Houston System (System) is committed to providing financial assistance to eligible students through scholarships, grants, loans, employment and waivers. These assistance programs are funded by the federal government; the state of Texas; private donations and other university sources, and are subject to the regulations and restrictions imposed by the funding sources.
- 2.2. Each System component university, in accordance with federal law, has designated the Office(s) of Scholarships and Financial Aid as the unit(s) responsible for the administration and coordination of the scholarship and financial aid program at that component university. Each component university Office of Scholarships and Financial Aid is responsible for notifying its campus community, through an annual notification, the criteria and guidelines, including timetables, for coordinating and awarding non-Title IV assistance with the component university's Office of Scholarships and Financial Aid. The component university's Office of Scholarships and Financial Aid must provide this notification no later than July 1 of each year.

The Office(s) of Scholarships and Financial Aid is responsible for recommending scholarships and financial aid policies and procedures to the responsible Vice President or designee, and for administering the policies and procedures in compliance with federal and state laws and regulations, donor restrictions, and System and component university policies and guidelines. Units providing non-Title IV assistance to students by way of certifying signatures, on scholarship

memoranda, purchase vouchers, waiver certifications, service center vouchers or other authorizing documents that might be used at a component university are certifying that any donor or provider restrictions have been met and that the selected student is eligible to receive such funds.

- 2.3. The Office(s) of Scholarships and Financial Aid will publish and make available appropriate consumer information regarding aid programs, as required by applicable laws and regulations.
- 2.4. Each component university is responsible for scholarship and student financial aid funds available to that component university, and shall, therefore, maintain adequate methods for disbursing and collecting these funds and for complying with the reporting requirements of the federal and state governments, the System and other sources of student financial assistance.
- 2.5. The Chief Financial Officer or designee of each component university will be responsible for the disbursement and accounting control of scholarships and student financial aid funds and for the collection of loan funds. The controls used will follow the guidelines of state and federal regulations, System policy, donor restrictions, as well as generally accepted accounting principles.

3. TYPES OF AID

The following types of aid are available to each component university either directly or through donors.

- 3.1. Scholarships are gift aid awards based on selective criteria. Scholarship funds may be provided by component university funds from the state or by outside donors. Depending upon the source of funds and the related requirements, the recipient may be chosen by component university committee or by the provider.
- 3.2. Grants are gift aid awards to students provided, in most cases, on the basis of demonstrated financial need. The various grant programs available to the System are funded and regulated by the federal government or the state of Texas.
- 3.3. Loans are available on a short or long-term basis through a number of federal programs, as well as state, private and institutional sources. Loan rates and terms are set according to the program regulations. Repayment of long-term loans begins after the student leaves school or when the student's course load drops to less than half-time, and may extend for as long as 10 years.

Subject to availability of funds, emergency or short-term loans from university funds may be available for academic emergency expenses, and normally must be repaid within the current semester.

- 3.4. Need-based student employment through the federal and state college work-study program is funded by the federal government and the state of Texas and by either the component university or a participating non-profit organization. This program offers part-time employment on the basis of financial need to component university students who meet specified requirements.
- 3.5. Waivers are a form of financial aid that function as a discount in price. Texas statutes provide for waivers of tuition and/or fees for certain categories of students.

4. REVIEW AND RESPONSIBILITY

Responsible Party: Executive Associate Vice Chancellor for Academic Affairs

Review: Every three years on or before September 1

5. APPROVAL

Approved: John Antel
Senior Vice Chancellor for Academic Affairs

Renu Khator
Chancellor

Date: June 22, 2011

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	04/10/1998	Initial version
2	05/18/2001	Applied revised SAM template. This SAM has been revised to comply with Audit Report 2000-10, which states that this SAM to be modified to require annual notifications by all campuses regarding the requirement that the offices of scholarships and financial aid coordinate all financial assistance. This SAM also reflects modifications that relate to federal requirements to ensure that no student receives federal financial aid in excess of demonstrated need

Revision Number	Approval Date	Description of Changes
3	06/22/2011	Applied revised SAM template and added new Revision Log. Revised SAM number from 06.A.12 to 06.B.02 to fit Tuition and Fees structure in Academic Affairs' SAM web site. Minor redlines provided to reflect current operating practices. Changed responsible party. Changed review period from odd numbered years before May 1 st to every three years on or before September 1 st . Removed Index terms