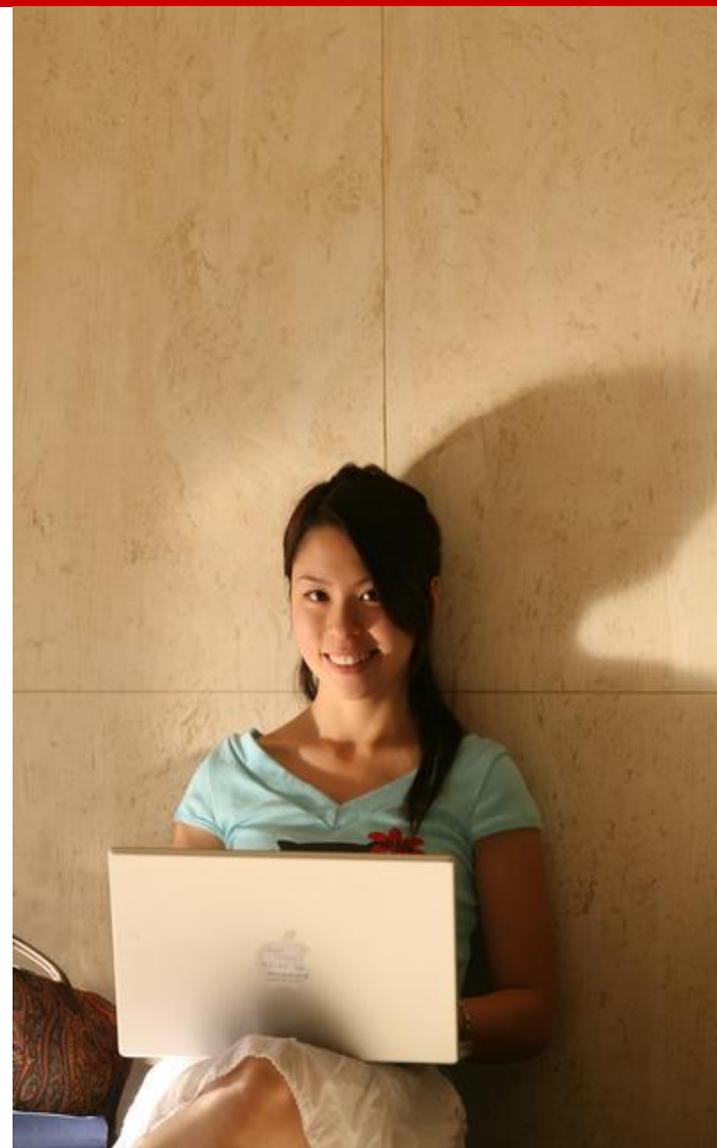


Scholarship Award Memo Workshop

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Agenda

- Introduction
- Going Green
- Types of Memos
- Recipient Information
- Department/Division Information
- Criteria Information
- Contact Information & Signatures
- Fee Waivers
- Adjustments
- Responsibility of Preparers & SFA
- Timeline



Introduction

Scholarship Award Memos are used by departments and divisions on campus to identify to the Office of Scholarships and Financial Aid (SFA) their scholarship recipients and criteria.

Going Green

The Office of Scholarships & Financial Aid is moving the award memos into a paperless process for FY 14.



Going Green

All initial awards and adjustments memos will be sent to our SharePoint email address as an attachment.

SFASAMemo@share.uh.edu

Going Green

- All attachments must have a unique name and can not contain any spaces.
 - Ex: Shasta_Bucks_1.25.13
- The subject of the email should be the name of your department.

SFASAMemo@share.uh.edu



TYPES OF MEMOS

- **Single Award Memo**
 - For a scholarship given to a single student
- **Multiple Award Memo**
 - Awarding the same scholarship to multiple students

Recipient Information (Section 1, 2, & 3A)

- Student name and MyUH ID# must match
- Amount of scholarship
- Term awarded

Department/Division Information (Section 4-7)

- PeopleSoft Cost Center
 - Identifies the account from which the funds will be withdrawn
 - Please make sure your cost center is set up with the appropriate account code (B5067 – Scholarships and Fellowship). Although we will be reviewing the cost center program code, certifying the award memo denotes the approval to award.
- PeopleSoft Cost Center title and Scholarship name
 - These can be different
- Identify the Department/Division awarding the scholarship

Model

4.	PeopleSoft Cost Center #:						00730-4027-H0213-H2559
5.	PeopleSoft Cost Center Title:						Shasta Bucks
6.	Scholarship Name:						The Pride
7.	Department/Division:						Financial Aid
							Contact Name:

Criteria Information (Section 8, 9, & 11)

- Criteria Request form **MUST** be attached to first time scholarships
- New scholarship
- Minimum hours required
- Minimum GPA required

Model

8.	Is this a new scholarship?	Yes
9.	Minimum Hours Required:	12
11.	Minimum GPA Required:	2.5

**REQUEST FOR REVIEW OF COLLEGE ADMINISTERED
SCHOLARSHIP CRITERIA PER MAPP 12.01.01**

REQUESTING COLLEGE:

Date:

Scholarship Name:

Fund Source: (example:4028, check from donor)

Amount to be awarded per year:

Who selects the recipients for scholarship? Faculty Committee Staff Committee Other

Please attach list of members of committee (if applicable) or description of method used to select recipients.

Is scholarship a one-time scholarship? YES NO

Is this a recurring/continuing scholarship: YES NO

Where is Scholarship publicized? College Website Via College Listserv Other

Select whichever applies:

- Academically Competitive Scholarship (requires min. GPA or minimum scores on Standardized Exam)
- Leadership Criteria (student submits resume or essay)
- Neither Apply

Will there be an out of state tuition waiver request for scholarship? YES NO

Is scholarship offered to Texas Residents and non-residents? YES NO

Description of Scholarship Criteria:

Section 10

Our office needs to know the career of the student awarded. This will assist with our Item Type set-up

Model

10.	Career:		Undergraduate	Pharmacy
			Graduate	Optometry
		x	Law	

Scholarship Committee (Section 12)

- Only scholarships that offer a competitive scholarship waiver need to be awarded by a University of Houston recognized committee.

Contact Information & Signatures (Section 13-14)

- Completion notification will be emailed to each department
- Preparer signature & certifying signature
 - Need both to be processed
 - Cannot be the same person

Model

Contact Name:	Joshua Menefee
Email Address:	jjmenefe@central.uh.edu
Extension:	23729

13. Preparer Signature:	Joshua Menefee	Date signed:	6/7/2014
	<i>print & sign</i>		
14. Certifying Signature:	Shari Corprew	Date signed:	6/7/2014
	<i>print & sign</i>		

Multiple Award Memo

- Requires the same information as the single award memo.
 - The awarded amount will be the combined total of all students listed.
- The multiple award roster must have the student's name, PS ID #, amount awarded, and the term awarded.
 - Each student does not have to be awarded the same amount.

Academic Competitive Scholarship Waiver

- Waives non-resident fees
 - Available to non-residents only
- Scholarship **MUST** meet all criteria as determined by the Texas Administrative Code

UNIVERSITY of HOUSTON

OFFICE OF SCHOLARSHIPS & FINANCIAL AID

Certification of an Academic Competitive Scholarship Waiver (In-State Tuition Waiver)

CERTIFICATION

The student, whose name is _____
Last
First
Middle

PS ID # _____ has been awarded an academic competitive scholarship(s)

with the name(s) of _____

for the amount(s) of _____

for one of the following periods...
 Fall & Spring terms, years _____
 Fall term, year _____
 Spring term, year _____
 Summer 1 & 2 terms, year _____ (I, II, III, IV)
 Summer 1, year _____ (I, II, III)
 Summer 2 term, year _____ (IV)

ELIGIBILITY:

The certifier of this nonresident tuition fee waiver must initial the 5 statements below acknowledging the eligibility criteria of the scholarship award(s) based on the statutes detailed in the Texas Administrative Code - Title 19, Part 1, Ch. 21, Subchapter B, Rule 21.29 (4).

- _____ Award total is at least \$1,000 for the period of time covered by the scholarship(s) not to exceed 12 months.
- _____ Scholarship(s) is awarded by a committee authorized in writing by UH administration to grant scholarships that permit this waiver of nonresident tuition.
- _____ Scholarship application(s) was made available to the public
- _____ Awards are permitted to both resident and nonresident persons.
- _____ Scholarship funds and selection processes are under the control of the University of Houston.

College/Division and Department Name _____	Prepared By _____	Date _____
Certifying Signature (Print and Sign) _____	Date _____	
Contact Phone Number _____		

Adjustments (Section 3B)

- Adjustment section of memo needs to be completed for any change after an initial award
- Adjustments can be made on Single or Multiple Award memos
- Only students whose awards are being adjusted need to be included on a multiple memo
 - Original award memo is not needed

Model

Memo Creation Date and Time						
3-Nov-11 03:00 PM						
3. Amount to be received...						
		A. INITIAL AWARD		B. ADJUSTMENTS to Initial Award		REVISED
Terms	Year			Increase (+)	Decrease (-)	TOTAL AWARD
Fall	2011		\$500.00			\$0.00
<i>and/or</i>						
Spring	2012		\$500.00	\$300.00		\$800.00
<i>OR</i>						
Summer I, II, III						
<i>and/or</i>						
Summer IV						
Total Amount:			\$1,000.00	Total Scholarship Amount:		\$1,300.00
				Explanation: Student		

Separation of Duties

- Department/Division
 - Determine eligibility
 - Decide amount to be offered
 - Select students to award
 - Reconcile accounts after disbursement
- SFA
 - Post to student account and disburse
 - Email department of award memo completion

TimeLine

- The typical time frame for completing the entire process is one week
 - This is counted from the time the award memo is received until the completion email is sent.
 - During peak season our processing timeframe increases to two weeks.
 - We will begin to process memos for the 13-14 school year in February.
 - We will send an email notification to preparers to inform departments when we will begin to process memos or if processing time frames have changed.

Important Dates

Fall 2013

- Payment Due – August 19
- Scholarship award memos **MUST** be received by August 2nd to ensure the award will be posted by the payment deadline, August 19.

Questions?