

Scholarships

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Purpose

ASI's Policy on Scholarships is intended to provide reasonable guidelines for the acceptance, establishment, and disbursement of funds for student scholarships. The purpose of ASI's scholarship program is to identify and support superior ability and achievement. The program is likewise a testimony to the dedication of the Associated Students, Incorporated to higher education and the honoring of scholarly effort.

Policy Statement

The Associated Students, Incorporated regularly has opportunities to receive and apply funds to encourage and reward students. These funds come from different sources and sometimes contain restrictions on their use. The acceptance and awarding of all scholarship funds shall be in accordance with the mission and goals of Associated Students, Incorporated and California State University, Long Beach.

ASI shall permit donors to place reasonable conditions upon the award of their funds, providing they do not violate existing regulations. For instance, a scholarship may be restricted to a certain major, to those proposing to enter a certain profession, or to those participating in a particular student activity.

Announcement of scholarships shall be timely and widespread. At least once every academic year, a list of scholarship opportunities shall be compiled, distributed to the campus community, and made available to applicants. The information on the list shall include:

- The amount
- The donor or source
- The conditions to be met by applicants
- Application procedures and deadlines
- Dates of selection and disbursement

The ASI Development Office shall be responsible for coordinating with the CSULB Center for Scholarship Information for the review of applications and selection of recipients of scholarship funds. All scholarship awards shall be announced at the annual A.S. Awards and Installation Banquet.

Who Should Know This Policy

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Budget Area Administrators | <input checked="" type="checkbox"/> Elected/Appointed Officers | <input type="checkbox"/> Grant Recipients |
| <input checked="" type="checkbox"/> Management Personnel | <input checked="" type="checkbox"/> Program Advisors | <input type="checkbox"/> Staff |
| <input type="checkbox"/> Supervisors | <input type="checkbox"/> Volunteers | |

Definitions

For purposes of this policy, the terms used are defined as follows:

Term	Definition
Scholarship	An award of money made to a CSULB student in support of his/her education. Each individual scholarship fund may be customized to meet the stipulations of the donor, within the parameters of state and federal law. These stipulations might include grade point average requirements, terms of when and how the scholarship monies are awarded, geographic, demographic, and academic parameters; uses of principal and interest on the account; and so forth
Endowment	An account that is intended to be perpetual. To set up a "named" endowed scholarship, a gift of at least \$25,000 must be established with the ASI. The fund's instructions will stipulate that earned income will be the only source of scholarship awards -- the principal must remain untouched in order to retain the account's perpetuity. Any earnings not used for scholarship awards may be placed back into the principal on an annual basis.

Regulations

1.0 Eligibility for Scholarships

Eligibility for all scholarships awarded by the Associated Students, Incorporated shall be restricted to students regularly enrolled at California State University, Long Beach, unless the provisions of a

particular, externally funded scholarship state otherwise. For purposes of this policy, students enrolled through University Extension Services shall not be considered "regularly enrolled".

2.0 Financial Aid Reporting

All scholarships to be awarded by ASI shall be reported to the CSULB Office of Financial Aid prior to the solicitation and acceptance of applications. Reporting shall be done in the manner prescribed by that office.

3.0 Presentation of Scholarships

All scholarships awarded under this policy shall be announced at the annual A.S. Awards and Installation Banquet typically held in May. Scholarships presented at this time shall specify that they are to be applied toward subsequent academic periods only, including summer session.

4.0 Payment of Scholarships

Payment of ASI funded scholarships shall be issued by the CSULB Office of Financial Aid. The Office of Financial Aid shall invoice ASI for reimbursement of the scholarships so awarded.

5.0 Withdrawal or Reduced Course Load after Receiving Scholarships

Scholarship recipients who withdraw after registration shall only be entitled to the value of the scholarship as determined by the prorated cost of tuition calculated from the withdrawal date.

Scholarship recipients who withdraw or reduce their course load to 6 or less units after registration shall be entitled only to the value of the scholarship/award as determined by the prorated cost of tuition calculated from the date of course change or withdrawal.

6.0 Scholarship Levels

Unless the Executive Director approves an exception, the following guidelines will apply to the establishment of scholarship accounts:

6.1 Regular Scholarships and Recognition Grants

Individual identities (e.g., scholarships named according to the donor's instructions) may be established at any gift level to be made annually. If this giving level is inactive for a period of two years, the remaining funds will be transferred to a central scholarship pool. A statement covering this criterion must be included with the donor's acceptance of gift letter.

6.2 Endowed Scholarships and Fellowships

The minimum amount required to establish a "named" scholarship endowment shall be \$25,000.

7.0 Stewardship

The ASI Development Office shall administer all activities related to current scholarship programs, except activities relating to awarding the gift. This includes but is not limited to the following:

- Arrange initial meetings as necessary with donors to determine the most appropriate or desirable methods of making a gift.
- Work with the donors to develop fund instructions and/or letters of understanding for the administration of individual accounts.
- Send acknowledgement/appreciation letters to donors.
- Send initial Scholarship Agreements to donors.
- Request that student recipients send appreciation letters and activity updates to donors as required.
- Maintain and update pertinent records such as the master listing of active accounts, account balances, scholarship recipient actions, and dates.
- Hold appropriate function(s) to pay tribute to donors and to recognize outstanding recipients of student scholarships.

Forms

The following forms are to be used in the execution of this policy.

Form Name	Purpose	Responsible Office	Approved By	Timeline for Submission
Scholarship Agreement	To establish a scholarship fund with ASI to benefit the students of the University	Development Office	Executive Director	Signed agreement must be executed prior to the receipt of funds from the donor.
Scholarship Award Profile	To notify the Office of Financial Aid of scholarships to be awarded by ASI	Development Office	Executive Director	Signed form must be completed and filed before any payments can be made to students.
Scholarship Award Payment Form	To request the disbursement of funds from a scholarship account to an authorized recipient.	Development Office	Authorized budget area signatory and Executive Director	Signed form must be completed and filed before any payments can be made to students.