

PRINCIPLES

Higher Education Act, sec. 685.102(b), & 673.5(c)(1)(vi)

DEFINITIONS

UND Scholarship Central	Online scholarship application management system, Blackbaud Award Management
Cost of Attendance	Average tuition, fees, room, board, books, supplies, transportation, and miscellaneous living expenses
EFC	Expected Family Contribution determined by FAFSA
FAFSA	Free Application for Federal Student Aid
Financial Aid	Any scholarships, grants, work-study, loans or third party assistance to help cover educational costs
Financial Need	Difference between EFC and Cost of Attendance determined from FAFSA application unless otherwise defined by donor intent. An unofficial and/or hand-calculated EFC may be used to determine financial need on a case by case situation.
Financial Aid Packaging	The process of combining various types of student aid (grants, loans, scholarships, and employment) to attempt to meet full amount of student's need. By packaging a student with their appropriate awards in a timely fashion, they are better able to decide how they will pay for their bill at the beginning of each semester.
Scholarship	Gift money awarded to student(s) based on merit, need, degree or other criteria set-up by either the University of North Dakota or a donor
SFAO	Student Financial Aid Office
Prizes	Any monetary award given with because of enrollment at the University, or for purpose of aiding a student's study, training, or research. Also includes payments or winnings based on a contest, or academic performance
Gift Cards	Given to students as a promotional item or as an incentive to attend an event; include cards to UND Bookstore, Target, Amazon.com, etc.

Procedure

Create a coordinated process that allows university and alumni scholarships to support the goals of the University of North Dakota with recruitment and enrollment. Effective July 1, 2015 all scholarships awarded through the University of North Dakota (including student service and academic departments) will be required to use UND's Scholarship Central.

Importance

The scholarship procedure will supplement the goal of the University of North Dakota to be highly successful in the student recruitment and retention of current students. In order to alleviate financial strain and stress of both new and returning students and to stay in compliance with federal and state guidelines, this scholarship procedure will allow students to know their financial situation sooner and more accurately than ever before.

Transition to UND Scholarship Database

The SFAO will work directly with university departments to provide technical support to setup scholarships within UND Scholarship Central. The SFAO will upload student eligibility information (GPA, major, grade level, financial need, home town, etc.) from CampusConnection to create efficiencies for scholarship committees.

Timing of Scholarship Awards

Fall and Summer Semesters

In order to maximize impact on enrollment, the scholarship application will open November 1 through March 1 for scholarships that will apply to students' accounts for the following fall and summer semesters. The SFAO will receive notification from university departments by April 15.

Spring Semester

For scholarships that will apply to students' accounts for the following spring semester, the scholarship application will open November 1 through December 1 for scholarships that will apply to students' accounts. The SFAO will receive notification from university departments by December 1.

Note: Due to federal regulations the SFAO is required to review each scholarship recipients' file to determine that students' financial aid awards are within cost of attendance and that student's financial need has not changed.

SFAO must receive notification by the following dates:

- Summer: April 15
- Fall Semester: April 15
- Spring Semester: December 1

Notifications received after that date will be processed for the following semester. Scholarships received after the award period is over will not be processed unless specific to donor agreement.

Donor Intent

All departments must follow donor agreement before awarding scholarships. UND Alumni Foundation and Association will have final authority if donor intent is questioned.

Gift Cards and Prizes

Any monetary award or prize provided by or through the university to a student are treated as a scholarship, and should be processed through the SFAO. Payments as a result of a contest are considered a scholarship, if any, but are not limited, of the following conditions apply:

1. The recipient is eligible to receive the funding because he/she is a student.
2. The recipient is required to use the disbursement for educational purposes.
3. The contest is related to the student's university courses or degree completion.

Promotional items and incentives given away to promote a particular program, department, or organization, or to encourage the participation in a program, event, or study are not considered scholarships. If the promotional items or incentives indicates that it must be used for education related expense, it becomes a scholarship, and is treated like a prize.

Non-Student Scholarships

Scholarships awarded to an individual who is not enrolled in at least one credit at UND the semester(s) they are awarded are not eligible for the scholarship.

Do Merit-Based Scholarships Count Against a Student's Need-Based Aid?

Merit-based scholarships are included in the definition of *estimated financial assistance* for both the Direct Loan program [685.102(b), *estimated financial assistance*] and the campus-based programs. [673.5(c)(1)(vi)]

“If the scholarship in combination with other financial assistance exceeds the student's financial need, or exceeds the student's cost of attendance (COA), SFAO will need to make adjustments to reduce the amount of financial assistance. If there is any undisbursed aid, SFAO should adjust future disbursements to eliminate the financial aid over payment. It is considered a best practice to first adjust loans that may be included in the student's aid package.

If all aid has already been disbursed, SFAO would follow the requirements as explained in the **FSA Handbook** pertaining to the Title IV program(s) in which the student is receiving aid, including TEACH Grants, campus-based aid and Direct Loans.”
(NASFAA AskRegs)

Student Athletes

Student-Athletes on an intercollegiate sport(s) team at UND, regardless of the student-athlete receiving athletic aid, that receive any scholarships (institutional and/or external) are subject to NCAA rules and as such may not be able to accept every scholarship offered. Furthermore, need and COA will be assessed and adjusted when necessary to stay compliant with Federal and NCAA rules and regulations.