

Date of Original Implementation: September 2016

Date of Last Revision: September 2016

Purpose:

The University of Louisiana at Monroe (ULM) provides scholarship opportunities for students who are enrolled in ULM undergraduate and graduate degree and certificate programs. These scholarships are supported by a combination of state funds through the university, and donor (private) funds through the ULM Foundation. The ULM scholarship program assists the university in attracting outstanding students and meeting the enrollment goals for recruiting, persistence, retention, and graduation. This document delineates the management responsibilities of the ULM Foundation and the ULM Scholarship office.

Management:*The ULM Foundation:*

The ULM Foundation will ensure that:

- the Foundation scholarships and eligibility requirements are correctly listed in *Academic Works*;
- the available funds for each Foundation scholarship are posted in *Academic Works*.

The ULM Scholarship Office:

The awarding of all scholarship funds is managed by the ULM Scholarship Office. For scholarships using donor (private) funds the ULM Scholarship Office will:

- use the *Academic Works* scholarship management software to help award and to provide an auditable and historical record of Foundation Scholarship awards;
- work with the ULM Foundation each year to determine the date *Academic Works* is open to accept scholarship applications from students;
- submit a report out of Academic Works to the ULM Foundation Executive Director on the Foundation scholarship awards for the upcoming fiscal year Fall & Spring terms by September 15th each year;
- ensure that each scholarship recipient meets all requirements as set forth by the donor;
- select all scholarship recipients unless donor document requires otherwise;
- work with donors to select scholarship recipients, if required by donor document;
- ensure scholarship recipients write thank-you letters to individual donors;
- ensure scholarship awards are accurately posted to student accounts by the Financial Aid office;
- publicize the availability of ULM Foundation scholarships and where to apply for them;
- apply donor (private) scholarship funds to replace a portion of state funds for academic scholarship awards to enhance the overall available funds for scholarships;
- if awards involving donor (private) funds exceed the value of the *cost of attendance*, reductions will be made to the student's financial aid package, first replacing student loans and work-study before reducing the award involving donor (private) funds.

(note: the *cost of attendance* is a statutory term for the estimated full and reasonable cost of completing a full academic year as a full-time student. Financial aid cannot exceed the *cost of attendance*. The *cost of attendance* is published by each educational institution and includes tuition and fees, books and supplies, personal costs (medical, toiletries, clothing, laundry), and transportation to and from the school.

Eligibility Requirements:

In order to be eligible for a ULM scholarship involving donor (private funds), a student must:

- complete the award year ULM Scholarship Application;
- meet all requirements as set forth by the donor;
- complete a FASFA if the donor requires demonstration of financial need;
- maintain a 2.5 cumulative GPA unless otherwise designated by donor;
- be in compliance with ULM's *Code of Student Conduct*.