

DEADLINES



SCHOLARSHIPS:

SPRING 2015 SCHOLARSHIPS:

- All scholarship forms must be received by the Business Office no later than April 10, 2015
- The Foundation Office will not accept any scholarship forms after April 15, 2015

FYI: Financial Aid office must receive scholarship forms prior to drop/add of each semester to avoid late fee charges.

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GRADUATE TUITION WAIVERS-Summer 15:

- Graduate tuition waiver spreadsheets will be sent out by April 17, 2015
- Graduate tuition waiver spreadsheets due to Business Office by May 4, 2015
- Approved Plan of Study must on file with the Graduate College for summer 2015 graduation by May 1, 2015.

(Reminder: Students receiving tuition benefits as part of an assistantship are required to file a Plan of Study and obtain final approval from the Graduate College by the end of the second semester of the assistantship.)

Please contact me if you have any questions.

Janice Cunningham 7-2949

Email: jjcunnin@fau.edu

College of Arts & Letters – Business Office

College of Arts and Letters Scholarships

In order to streamline the process of distributing scholarships, the Development and Business Offices have developed the following procedure for processing awards.

Process:

1. Advertise scholarship per requirements of funding agreement
2. Review each fund's criteria for eligibility. If you have any questions or concerns about eligibility, please contact Janice at jjcunnin@fau.edu.
3. Choose recipients, but do not inform them
4. Email the following to Julia Lampman in Financial Aid at jlampman@fau.edu for approval
 - a. Student name
 - b. Z number
 - c. Award Name, Number and Amount to be given
5. Once eligibility has been determined, complete blue Scholarship Form (form located on our Business Office website (<http://www.fau.edu/artsandletters/business-office-procedures-forms-1.phpat>) as well as the Foundation website <http://fauf.fau.edu/cgi-bin/files/pdf/foundation/scholarshipform.xls>) and return to Janice in the Business Office. Please attach a copy of Julia's email with the student(s) approval.
6. You may notify the student of the award telling them:
 - a. The amount of the award
 - b. The name of the person or committee to send an acknowledgement letter to (provided by the Development Office)
 - c. Any requirements for fulfillment of the award
7. Funds will be released directly into the student's account – no checks will be given to students

Information:

- Awards will not be given:
 - To students not enrolled in the semester of the award
 - After graduation (except under certain circumstances)
- Awards must be made by the following dates to allow time for processing:
 - Spring: April 10, 2015
 - Summer: Within three weeks of beginning semester
- Donor Stewardship
 - Acknowledgement letters, anecdotal information from department, events
 - Unless otherwise approved, students are not to directly contact donors
 - Students may be invited to the Community Engagement Annual Scholarship Luncheon to meet their donors