

Cheyney University Policy OP-2015-0002

Policy Title: [University Scholarship Management and Oversight](#)

Approved by: University-Wide Scholarship Committee - February 2, 2015
President's Executive Council – March 24, 2015

History: Issued – March 24, 2015

Related Policies: Scholarship Awards

Additional References:

- A. **Purpose:** The purpose of this policy is to provide a cohesive set of guidelines for cross departmental coordination to ensure effective management of the University's scholarship program. The procedures outlined under this policy are intended to ensure that awards are made in full compliance with the requirements of the donor and that actions on the part of the University are within the provisions of all laws and regulations applicable to expenditures by charitable organizations. This policy addresses 1) the methods for communicating with potential donors 2) a method for appropriate transmittal of donations 3) a method for communicating and reporting to donors 4) a method to maintain appropriate accounting of scholarship funds 5) a procedure for scholarship application announcements 6) a method of providing notice of scholarship awards to grantees 7) procedures for interoffice communication about awards, crediting accounts and financial aid 8) when appropriate, determining the recipients of an established award 9) requirements for maintaining appropriate files and records. Oversight of the scholarship management process is the responsibility of the Scholarship Committee, and each office involved carries the responsibility of performing designated tasks accordingly.
- B. **Scope:** All divisions responsible for scholarship management are noted herein.
- C. **Definition (s):** Scholarships at Cheyney University serve the purpose of providing financial support to students who have shown meritorious conduct, and are therefore reserved for students with special qualifications, such as academic, athletic or artistic talent. Some scholarships are reserved to provide support to students with financial need. These awards are intended to promote the recruitment and retention of high achieving and talented students. In keeping with the purpose of scholarships at Cheyney University, the committee is to act within the intent of any given award, and in accordance with the wishes of donors when making awards.
- D. **List of terms used in the document:** N/A
- E. **Policy and Procedures(s):**

The purpose of this policy is to provide a cohesive set of guidelines for cross departmental coordination to ensure effective management of the University's scholarship program.

I Donor Solicitation

Solicitation of awards is to be guided by the University's strategic direction, and is to occur in consultation with the Office of Institutional Advancement. The scholarship committee is to work with the Office of Advancement to develop guidelines for giving. The guidelines for giving to Cheyney University (including an explanation of charitable gifts and the needs of Cheyney University) are to be given to donors to guide the solicitation process. In establishing new scholarship programs, it is necessary for the IA staff to work with the donor and to develop a Scholarship Criteria Agreement (Appendix) to guide proper usage of the donation. Records of Agreement forms must be retained in the IA office, and be made accessible by the Scholarship Committee through updates to the Scholarship Master Grid (Appendix). If scholarship donations are given to the University without any donor specifications, the funds are to be used as a part of the University's General Scholarship Fund. The Office of Institutional Advancement coordinates public relations, donor recognition and receptions when appropriate.

- A. ***Communication with Donors*** – The Office of Institutional Advancement and the Chair of the Scholarship Committee are to coordinate communication with donors about scholarships and scholarship reports.

II Transmittal of Donations

All Scholarship Donations sent to the University are to be mailed to the Office of Institutional Advancement, Care of the Prospect Researcher. This direction is to appear on all invoices, in the Guidelines for Giving, to be communicated to donors, and to appear on the Cheyney University website. Using records maintained in the Office of Institutional Advancement, the Prospect Researcher will identify the source and intent of the funding, and identify which account the funds are to be distributed into. The donation will be recorded in Raiser's Edge software, and a transmittal form will be prepared. The transmittal will identify which account number the funds are to be distributed into. The transmittal is to be signed by an Accounts Receivable officer, and a copy of the signed transmittal is to be retained by the Office of Institutional Advancement and the Office of Grants Manager. Receipt of new scholarship awards are to be communicated to the Chair of the Scholarship Committee upon receipt by the Prospect Researcher.

III Record Management

All scholarship solicitations and Agreement forms are to be retained in the Office of Institutional Advancement. Appropriate information is to be entered into a Master Scholarship Grid, using appropriate software. The Master Grid will contain information used by the Scholarship Committee and the varied offices involved in the scholarship process. The Scholarship Master Grid is the means for the University to organize the varied requirements for different scholarships managed by the University (name of the scholarship; account number; brief scholarship award requirements; award amount and number of awards to be given; deciding party in granting the award; application instruction; available funds; calculation of

awards to be given in an academic year; restrictions including direct cost and cost of attendance, need requirements; report dates and reporting guidelines; invoicing requirements). Scholarships funded through institutional means are to be recorded on the Master Scholarship Grid as well. The Office of Finance and Administration sends financial data about available awards to the Office of Advancement and the Scholarship Committee to initiate the awarding process.

IV Awards

Within appropriate guidelines, all awards will be considered on a competitive and meritorious basis. All University scholarships are to be made accessible to the entire campus community.

- A. *Announcements*** - Scholarship announcements are to appear on the University website to ensure democratic access to scholarships opportunities. Scholarship criteria and appropriate deadlines are to be posted. If any FERPA restrictions apply, this information must be posted.

- B. *Application*** – Scholarship applications are to include all necessary information used to determine eligibility for an award, and information needed for “recipient profiles” shared with the donors. In some instances, a separate application is not necessary to be considered for a scholarship (for instance, athletics, and other performance-based awards).

- C. *Decisions for Awards*** – Each scholarship managed by the University is to have a designated team of individuals, or documented procedures, to determine who is to receive the scholarship. This team is to appropriately correspond with the intent and purpose of the scholarship award and may include faculty representing a department or program (for instance, an athletic scholarship is awarded by members of the athletic department, in compliance with NCAA requirements, etc.) The designated team may be a formal sub-committee of the scholarship committee for standing awards. The designated team works in conjunction with the Scholarship Committee in establishing and documenting award procedures.
 - a. *Need-Based Awards*** – For those scholarships which include “need” as criteria for the award, the Office of Financial Aid is to determine financial need of all of the applicants for the award. This information should then be shared with the scholarship committee and the group designated with award responsibilities.

- D. *Communication about Awardees*** – Students who are identified to receive a scholarship are to receive written communication about the award, and all expectations and obligations associated with the award. This written communication should include term of the award, enrollment and performance requirements, and terms for termination of the award. Scholarships may only be offered in writing, by a designated University official, and verbal communications may only refer to recommendations or qualification for an award. Designated University officials are identified by the Scholarship Committee and documented in the scholarship files.
 - a. *Cross-Departmental Communication*** - The Chair of the Scholarship Committee is to receive all scholarship award selections and recommendations, and is responsible

for communicating the awards to the appropriate offices on campus. The Chair is to prepare a spreadsheet listing the award, specifications and limitations of the award, the students' name, and student identification number. The award spreadsheet is to be distributed to the Office of Financial Aid, the Office of the Bursar the Office of the Comptroller, the Office of Advancement and the Members of the Scholarship Committee.

E. Financial Packaging of Scholarships – The Office of Financial Aid is responsible for packaging scholarship awards in a manner which is consistent with scholarship specifications, federal and state financial aid laws. Scholarships are to be posted to student accounts in a timely fashion (within one week of an announced award). Once disbursements are complete, the Director of Financial Aid is to communicate with the Chair of the Scholarship Committee, the Bursar and the Comptroller to notify these offices that the disbursements are complete. In some cases, such as “last dollar awards,” the amount of a student’s award must be communicated to the Chair of the Scholarship Committee for reporting purposes.

a. Software Requirements – The Office of Financial Aid and the Office of the Comptroller must coordinate in the coding of scholarships to ensure data integrity. Scholarships posted through the Office of Financial Aid must be reconciled with the appropriate accounts in the accounting office.

V Accounting of Scholarships – The Office of the Comptroller must coordinate with the Office of Financial Aid to ensure that student accounts are posted with the appropriate scholarships. The reconciliation of accounts is to take place regularly to ensure proper accounting.

A. Available Funds – At the end of each semester, the Office of Advancement and the Office of the Comptroller must coordinate to determine the available amount of funding in each scholarship account. This information must be communicated and made available for the appropriate use of the Scholarship Committee and the Office of Admissions. Once this information is sent to the Scholarship Committee, the group may meet to determine the process for announcing/promoting scholarship availability. Once awards are made, the Scholarship Committee must notify the Office of Financial Aid of the listing of awardees.

a. Invoicing – The Office of the Comptroller is responsible for sending invoices for scholarships. The Chair of the Scholarship Committee is responsible for collecting all necessary information for preparing the invoice, and the Chair will forward the information to the Comptroller.

VI Reports – The Master Scholarship Grid outlines all reporting responsibilities and guidelines. Individuals designated with reporting responsibilities are to share reports with the Office of Advancement prior to the reports being submitted to donors. The Master Grid specifies appropriate parties for preparing and submitting reports. The Chair of the Scholarship Committee and the Office of Advancement are to be involved in preparation of reports, and are to be copied on all report submissions. Final reports to be retained on file in the Office of

Institutional Advancement. Further, the President of the University is to be copied on scholarship reports.