Title: Administration of UWB Student Scholarships

Prepared By: Vice Chancellor for Academic Affairs

Approved By: G. Thomas Bellamy

Date Approved: 3/14/05

Purpose of the Operating Procedure

The purpose of this policy is to address how annual donor and endowed student scholarships are posted, processed, and awarded and to provide details related to the overarching administration of scholarship funds at the University of Washington, Bothell (UWB) Campus.

Scope

This scholarship policy provides guidelines regarding:

- Administrative responsibilities;
- Selection of the Scholarship Review Committee;
- Scholarship posting, application, and awarding schedule; and
- Notification of students and disbursing funds.

Operating Procedure

1. Administrative Responsibilities

All gifting to UWB must comply with the University of Washington’s gift policies which can be found at http://www.adis.washington.edu/policies/unit_policies/gift_processing/GPPolicies.htm. Any expenditure of scholarship funds shall be subject to University of Washington accounting procedures and guidelines. Authority to award UWB donor student scholarships rests with the Financial Aid and Scholarships Office within Student Affairs. Awarding authority for endowed student scholarships is delegated to the Financial Aid and Scholarship Office by the Chancellor.

2. Selection of Scholarship Review Committee

The Financial Aid and Scholarships Manager recruits members to serve on the annual Scholarships Review Committee. Scholarship Review Committee members serve a one-year term of service starting
in July and ending the following June. An alternate committee member is also selected in the event that a regular member is unable to complete their term of service.

The committee is comprised of one UWB faculty member, one UWB staff member, and one UWB alumni. Committee members are responsible for reviewing UWB Scholarship applications and selecting the scholarship winners. The Financial Aid and Scholarship Manager is the non-voting chair of the review meeting, and the Scholarship Counselor may attend in a non-voting role and as time allows. The decision to award a scholarship to a student is made based on the combined judgment of the committee, adhering to stated scholarship criteria.

3. Scholarship posting, application, and awarding schedule

Criteria for the awarding of annual scholarships are outlined in the respective donor pledge documents, while criteria are outlined in the endowment agreement in the case of endowed scholarships. These documents are available for review in the Development and Alumni Relations Office. It is the Scholarship Counselor's responsibility to ensure that all scholarship postings outline scholarship criteria consistent with the donor's request(s).

The Financial Aid and Scholarship Manager and the Alumni Relations Director establish annual application deadlines and the corresponding awarding schedule. Scholarship applications are submitted to and processed by the Scholarship Counselor. Each Scholarship Review Committee member is provided copies of all applications prior to the Committee meeting. Confidentiality is maintained for all application materials.

4. Notifying the students, and disbursing funds

The Financial Aid and Scholarship Office will notify the selected students of their award and the award amounts. The Scholarship Counselor will set up awards (authorize funds) for disbursement for each quarter of the student’s eligibility. Student scholarship budgets are administered by the Financial Aid and Scholarship Manager, who assumes responsibility for compliance with UW awarding and fund management policy.

Procedures and Responsible Organization

The Office of the Associate Vice Chancellor for Academic Affairs will review this policy as needed and is responsible for its content. Changes will be authorized by the approval of the Chancellor’s Executive Committee. Students with questions or comments about this policy should contact the Financial Aid and Scholarships Office at UWB.

References

This operating procedure complies with the guidelines as found in:

□ http://www.adis.washington.edu/policies/unit_policies/gift_processing/GPPolicies.htm