



Scholarship Handbook For University Departments

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Introduction

This handbook has been prepared to assist all employees with the scholarship process and includes helpful information that will assist you in answering frequently asked questions. It is the hope of the Office of Financial Aid that all University Departments and Divisions will use this information to ensure consistency in procedures.

The Office of Financial Aid is the central location for the processing of scholarships. Any questions should be directed to the Scholarship Coordinator through e-mail at scholarships@tamiu.edu and/or the Gifts Coordinator. Contact information below:

Office of Financial Aid
Scholarship Coordinator, Brenda Diaz
Zaffirini Student Success Center, Suite 214
Telephone #: 956-326-2212
E-mail: scholarships@tamiu.edu
Fax #: 956-326-2224

Office of Institutional Advancement
Gifts Coordinator, Valentina Flores
Killam Library, Suite 261
Telephone #: 956-326-2167
E-mail: gobeyond@tamiu.edu

Office of Career Services
Student Center, Suite 114
Telephone #: 956-326-4473
E-mail: careerservices@tamiu.edu

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General Information

I. Application Guidelines

- Each university department must have an application process and application form for each scholarship offered within their department. The same application can be used for awarding more than one scholarship fund.
- The application must be made available to a broad group of students, along with any requirements needed for consideration for the scholarship (such as transcripts, letters of recommendation, resume, essay, GPA requirements, etc.)
- The application must also stipulate if this is an annual award or renewable. If renewable what are the requirements (such as GPA, hour completion requirements, etc. to renew the award)
- Application deadlines must be posted clearly, for all scholarships awarded through the department. The Office of Financial Aid suggests University Departments to have the following dates:

Term	Opens	Deadline ¹
Fall Semester	February 1 st	May 30 th
Spring Semester	October 1 st	January 3 rd

II. Guidelines for Scholarship Recipient Selection

- Departments must use a committee comprised of at least three members to determine recipients of scholarships awarded.
- Departments must use a quantitative scale to rank applicants and determine recipients. (*Samples are available within the Scholarship Handbook if needed.*)
- Scholarship committee members must sign a Conflict of Interest and Confidentiality Statement prior to receiving or reviewing scholarship applications. The committee chair must collect the statements from each committee member and forward those to the Office of Financial Aid attached to the Scholarship Disbursement Request form

¹ Deadlines are subject to change.

(SDR) per semester or on an annual basis.

- The Office of Financial Aid uploads the forms in Laserfiche with the SDR's.

NOTE: This information will need to be kept on-file for a minimum of two years.

- Scholarship committee members must complete an evaluation form using the quantitative scale and submit to the committee chair to keep in file.

NOTE: This information will need to be kept on-file for a minimum of two years by the awarding department or committee chair.

III. Guidelines for Notification of Scholarship Recipients

- It is the responsibility of the department to notify the recipient of the scholarship award.
- This notification should be in writing, with a copy of the letter or email to be kept with the application(s) or saved and ready to be reviewed by the Office of Financial Aid or auditor.

NOTE: This information must be kept on-file for a minimum of two years. (sample email under samples)

- The letter should specify the semester or year when the scholarship will be paid, the amount of the scholarship, whether the scholarship is a one-time award, or renewable, and the requirements for renewal if applicable.
- It is recommended that the student write a thank you letter to the donor. If your scholarship requires the thank you letter before the award is released to the student, please let us know in advance so we can setup the account appropriately. The Office of Career Services will assist recipients with this letter and will notify the Office of Financial Aid when the student has met the thank you letter requirement.

IV. Guidelines for Submitting the Scholarship Disbursement Forms to the Office of Financial Aid

- Once the recipient is determined, it is the responsibility of the department to notify the Office of Financial Aid thru email by submitting a scholarship disbursement request (SDR) form.

- The department will complete the disbursement form and submit to the Dean of the College or respective Vice-President for approval and signature. Submit the form through email with electronic signatures at scholarships@tamiu.edu. Forms submitted through inter-office mail require confirmation from the department. We recommend that printed forms be hand-delivered to the office.
- The form is available in our website at <https://www.tamiu.edu/finaid/scholarships.shtml>
- It is the responsibility of the department to verify that all signatures are obtained before submission to the Office of Financial Aid.
- **Deadline to submit the Scholarship Disbursement Request (SDR) to the Office of Financial Aid is two weeks before the first class day of appropriate semester.**
- It is the responsibility of the department to ensure that all SDR forms be submitted before the deadline to ensure students are not assessed a late fee. Departments that do not meet this deadline will be required to pay the late fee per student when accessed.
- The Office of Institutional Advancement will assist with the setup of all scholarship accounts. The following steps are required by each department for setting up new accounts:
 - a. Fill out submit a Request for new FAMIS Account Form to the Office of Institutional Advancement. Please note any restrictions including scholarship criteria, thank you letter requirement, etc.
 - b. Department will request a new A/R detail code from the Office of the Comptroller for setup in Banner.
 - c. The new A/R detail code will be forwarded to scholarships@tamiu.edu so a new scholarship fund code can be created in Banner. It will include all scholarship requirements, such as hours of enrollment, if the students must accept their award or if it can be set up to automatically accept in BANNER, thank you letter, and any other requirements.

V. Forms needed for Scholarship Processing

- Each committee chair should have the following:
 - a. Written procedures for scholarship requirements and awarding process
 - b. Scholarship application
 - c. Conflict of Interest and Confidentiality Statement
 - d. Committee guidelines for reviewing and scoring applications
 - e. Scoring sheet
 - f. Congratulatory notice for scholarship recipient
 - g. Denial notice for scholarship applicant
 - h. Scholarship disbursement request form
 - i. Appeal form (if scholarship allows for an appeal)
 - j. Letter of notification for appeal decision

Frequently Asked Questions

1. Who is responsible to verify that the student meets eligibility requirements for the scholarship?

It is the responsibility of each awarding department to verify eligibility of the recipient. If the scholarship is renewable, the department must verify that the scholarship recipient meets the renewal eligibility requirements EACH semester or year, as applicable.

2. When will the scholarship post to the student's account?

Notifications are sent through email when the scholarship has been posted to the student's account. The scholarship will be authorized/released by the Office of Financial Aid to the Bursar's Office approximately one week after census day for the semester. As long as the SDR form is received by the deadline. If submitted after the deadline, all forms will be processed as received. Funds are disbursed/paid out once a week by the Bursar's Office and refunds are sent to students on Friday.

3. Will the scholarship affect a student's financial aid award?

Under some circumstances, scholarships will affect a student's financial aid package. When students receive need based grants, such as the Federal Pell grant, they are limited in how much aid they can receive. The total is based on their cost of attendance. We will always reduce any loans a student has accepted before reducing need-based aid. If there is a concern, please contact the Office of Financial Aid at scholarships@tamiu.edu.

4. Where can I find the Scholarship Disbursement Request (SDR) forms?

Forms may be printed off the Office of Financial Aid web site under Scholarships, TAMIU Faculty & Staff Forms. They are also fillable so you can complete and submit electronically. <https://www.tamiu.edu/finaid/scholarships.shtml>

5. Where should I send a scholarship check from an outside donor when received by our department?

The check must be delivered to the Office of Institutional Advancement located in Killiam Library suite 261. Institutional Advancement staff will deposit the check and an SDR will be routed to the Office of Financial Aid for processing.

6. If my department needs a new account for a grant or scholarship, where can I apply for one?

The Office of Institutional Advancement is responsible for overseeing the set-up of all NEW Scholarship accounts and Private Grants, please contact the Gifts Coordinator for assistance.

Reminders and Helpful Information

- I. Please remember that under no circumstances should a dean, department head, faculty member, administrator, or other employee of Texas A&M International present a check directly to a recipient. All scholarship awards must be coordinated through the Office of Financial Aid.

- II. Please remember to notify students in writing about their award. *Under no circumstances* should anyone make a verbal commitment to a student regarding an award. We must ensure that we follow proper guidelines to stay in compliance.

- III. All scholarships, including monies from outside sources, will be credited to the student's account to offset the cost of tuition, fees, room and board, and any other outstanding balances. If a credit balance exists after all monies owed to the University have been paid, the Bursar's Office will then process a refund to the student.

- IV. Scholarship Applications can be found at the following websites:
 1. Undergraduate and General Scholarships:
<https://www.tamiu.edu/finaid/scholarships.shtml>
 2. Graduate Scholarships, Fellowships, and Assistantships:
<https://www.tamiu.edu/gradschool/fellowships.shtml>

Samples & Forms

Scholarship Committees may use any of the following samples to create their own application, selection criteria, notification letter or email, and acknowledgement form.

I. Scholarship Selection Criteria

Entrance Exams:

SAT	ACT	Points
1200 - 1600	28 - 36	200
1120 - 1190	25 - 27	160
1000 - 1110	22 - 24	120
950 - 990	20 - 21	80
850 - 940	18 - 19	40
800 - 840	16 - 17	20
0 - 790	0 - 15	0

Class Rank:

Rank	Points
Top 5%	200
Top 10%	160
Top 15%	140
Top 20%	120
Top 25%	100
Top 30%	60
Top 50%	40
Lower 50%	20

II. Scholarship Essay Evaluation

Student Name: <<Last Name>>, <<First Name>>

Banner ID: <<TAMIU ID>>

Reader #1: _____

Criteria	Score	Maximum
Original Idea on Topic		25 pts
Readability/Clarity		15 pts
Choice of Words		10 pts
Proofread/Revised		10 pts
Overall Impression		15 pts
Grant Total		75 pts

III. Scholarship Resume Evaluation

Student Name: <<Last Name>>, <<First Name>>

Banner ID: <<TAMIU ID>>

Evaluated by: _____

Criteria	Score	Maximum
Awards/Honors *2 pts for each award		10 pts
Extracurricular Activities *1 pt for each activity *1 pt for each officer position held		10 pts
Volunteer/Work Experience *2 pts for each item		10 pts
Grammar/Organization *neatness *Typos *Format		10 pts
Overall Impression		10 pts
Grant Total		50 pts

IV. Letter of Recommendation Evaluation

Student Name: <<Last Name>>, <<First Name>>

Banner ID: <<TAMIU ID>>

Evaluated by: _____

Criteria	Score	Maximum
Recommenders Enthusiasm for student		20 pts
Recommenders Knowledge of student potential to succeed		20 pts
Letters Uniqueness and Overall Impression		10 pts
Grant Total		50 pts

V. Committee Member Ranking Sheet

Description	Score	Points
Entrance Exam		0 - 200
Class Rank		20 - 200
Letter of Recommendation		50
Resume		50
Essay: 75 pts x 2 = 150pts		150
Bonus: International Student		5
GRANT TOTAL POINTS		655

The committee can create an Excel Document/webfocus report to collect more information regarding each student applying for the scholarship.

Example:

- Banner ID
- Student Last Name
- Student First Name
- Enrolled Hours
- Classification
- Institution GPA
- Overall GPA
- High School Graduation Date
- Unmet need
- Student mailing address
- Student email
- Student phone number

Scholarship Application and Selection Procedures for TAMIU Undergraduate Academic General Scholarships

All students who submit an application for the TAMIU Undergraduate Academic General Scholarships are reviewed for a possible scholarship award. Applications are available for the year (Fall and Spring)¹ as well as Spring term only.

Criteria for the TAMIU Undergraduate Academic General Scholarships

- Degree-seeking students must follow the curriculum prescribed for one of TAMIU's degree programs.
- Grade Point Average (GPA):
 - current students must have a TAMIU GPA of at least 3.0 or higher; and
 - transfer students must have a transfer GPA of at least 3.0 or higher.²
- Enrollment: students must enroll for a minimum of 12 hours per long semester.

*Students must apply on an annual basis as most of these scholarships are not renewable.

Application Location

Applications are located online at: <http://www.tamtu.edu/financialaid/scholarships.shtml>

- Current Students Scholarship Application – Deadline May 30th (Opens February 1st)
- Transfer Scholarship Application – Deadline July 31st (Opens April 1st)
- Spring Scholarship Application for all undergraduates – Deadline January 3rd (Opens October 1st)

Applications are available for a minimum of two months for students to apply.

Application Process

The Scholarship Coordinator from the Office of Financial Aid will run weekly reports to verify that information submitted with application is correct and/or complete. Students who are missing information are sent an email to dusty account to resubmit any pending items and are given a five days deadline. Once the application deadline closes online, an excel report is generated through Microsoft Forms that will list all applicant's data. These files are saved under a folder that follow the naming convention as follows: G:Drive, Scholarships, FY,

- FYXXXX Current Scholarship App Info
- FYXXXX Transfer Scholarship App Info
- FYXXXX Spring Scholarship App Info

This data is reviewed once again to ensure application is complete and all documentation requested has been submitted. If the student was unsuccessful in submitting the resume he/she is contacted to try again or submit it via email to scholarships@tamtu.edu, and is given a five day resubmission deadline.

¹ Students who apply by the fall deadline and are awarded, receive funds for the entire academic year (fall and spring semesters); there is no need to re-apply for the spring semester (these applications will not be reviewed).

² GPA requirement is subject to change as per donor agreement.

A tracking code will be posted in BANNER Screen: Application User-Defined Data reflect submission of application with a value status of “Y” in ROAUSDF. The following codes are used for the respective groups:

Number	Description	Value
21	SCHLCR (Current Application)	Ex. Y
22	SCHLTR (Transfer Application)	Ex. Y
23	SCHLSP (Spring Application)	Ex. Y
24	SCHLBV (Lamar Bruni Vergara Trust)	Ex. Y
26	DPF (Dusty Promise Program)	Ex. Y

The “**Scholarship Application**” web-focus report is extracted to produce a listing of applicants in an excel spreadsheet. This report is used for comparison of data between the Student Information System (BANNER) and information submitted through applications. The filter values to run report:

Financial Aid Year	Enter Defined Variable	Registered Term
Ex. 2122	Ex. SCHCR (Current Application)	Ex. 202210

Once we have established the correct student information we begin reviewing and removing applicants that are ineligible due to:

1. Incomplete Application
2. GPA requirements – All donor requirements are reviewed for any who may have a lower GPA requirement than 3.0 to ensure that if any student meets their requirement they are left in for awarding. The lowest GPA we award is a 2.75.
3. Applicants with other University scholarships of at least \$3,000 or more. These students are set aside for future consideration in a separate tab if funding is available.

Review Process

After the applicants have been placed in the corresponding excel document tabs listed below:

- Qualified Applicants (webfocus)
- Disqualified – TAMIU GPA
- Disqualified – Enrollment
- Applicants (Microsoft Forms)
- Disqualified – Resume
- Duplicate Applications

The webfocus/banner report is run a day after the application closes. When possible, the report will be run weekly to start reviewing resumes and contacting students via-email if necessary, to update their resume.

A column is added to assign GPA points based on the point scale below:

GP A	Points
4.0	10
3.9 – 3.99	9
3.8 – 3.89	8
3.7 – 3.79	7
3.6 – 3.69	6
3.5 – 3.59	5
3.4 – 3.49	4
3.3 – 3.39	3
3.2 – 3.29	2
3.0 - 3.19	1
<u>≤ 2.9</u>	0

We then add two additional columns that will be used to identify the scholarship name and scholarship amount that will be offered.

Selection Process

The corresponding scholarship application spreadsheet is then sorted by the highest ranking points. We will use this to determine the value of the scholarship that we want to offer by total points received. On average the awards range from \$3,500 to \$1,000 minimum for the year.³

This is the table used to select amount based on points.

Points	Award Value (this can be changed based on funding)
10	\$3,000
9 - 6	\$2,500
5 - 4	\$2,000
3 - 2	\$1,500
1	\$1,250
0	\$1,000

- Students are then sorted by residency. We separate them into three groups:
 - Texas Residents,
 - Non-Residents, and
 - Foreign
- Each group is then sorted by classification: Senior, Junior, Sophomore, Freshman, and First-time Freshman.
- We then pullout the list of scholarships that are available to award and identify if any

³ Amount subject to change due to funds available.

other specified criteria have been set by donor.

- We begin to identify the student applicants that meet the requirements of the scholarships that have more stringent requirements, such as specific majors, specific residency location, financial need, etc....
- Once we identify these students we assign the scholarship account that they qualify for.
- After all students have been assign a scholarship account, we then review the funding available to see if we can offer the amount we had previously decided on. If funding is limited, we look for another potential scholarship that can supplement the difference. If at any time we do not have enough funds to offer the original amount, then we will reduce it as necessary.
- Student recipients of Lamar Bruni Vergara Trust Scholarship are required to submit an acknowledgement form (see Appendix A) and will be provided with a Q&A form (see Appendix B)

Renewal Process

For applicable scholarship accounts we look at each accounts requirement to renew. (See Appendix C on renewable scholarships).

Example:

To renew the LBV Trust Scholarship we look for the following criteria:

- Completion of 24 hours in the previous academic year, and⁴
- A TAMIU overall GPA of a 2.75 or more
- Completion of 30 community service hours

Notification Process

Once the students' scholarship accounts and amounts have been finalized, the Scholarship Coordinator adjusts the student accounts in the BANNER system, RPAAWRD form with the data. An email is then sent to notify the student of their new scholarship offer(s). The email includes the deadline to accept, enrollment requirement, and any other requirements that may apply. The three types of notifications sent out are: 1) Scholarship is renewable and requires Thank you letter 2) Student must reapply each year and requires Thank you letter 3) Scholarship is renewable but no Thank you letter is required.⁵

If student's TAMIU GPA is below a 2.75 they will receive email advising them they are ineligible to be a recipient of the scholarship. Also, if student is not enrolled full-time an email is sent to advise the student, they will need to be enrolled full-time (minimum of 12 SCH). They have until the last day to register for courses to be added.

After the deadline passed, a second email notification with a new deadline of 12th class day is given to submit the Thank you letter.

Enrollment Verification Process

Three weeks prior to the 1st class day, we run a report that will extract the enrollment for the

⁴ If award was made for the spring semester only, then we require that they complete at least 12 hours in that semester, plus the GPA listed above

⁵ Students submit the "Thank you" letter to the Office of Career Services.

scholarship recipients.

If a student is not enrolled the required 12 semester credit hours, an email is sent to remind them of this requirement. The email includes the option to submit an appeal in cases of graduation or limited courses due to degree program.

Students who do not meet the enrollment requirement and did not submitted a scholarship appeal, will have their funds canceled. Reinstatement is possible if student is meeting enrollment requirements and if funds are available.

Students have until the semester's census date to adjust their enrollment; therefore, we review their final enrollment at that time before the scholarship funds are released.

Thank you Letter Requirement

Students will receive an email with the instructions with the link to electronically complete the Thank You Letter. The Office of Career Services will automatically receive the Thank you Letter for review and approval. Once approved the Office of Career Services updates the excel spreadsheet on the shared drive: Collaborate (O:) Drive, Student Thank you Letters, FYXXXX Thank you letter log.

The Scholarship coordinator reviews the spreadsheet daily to update tracking (RRAREQ) on the student account to satisfy the thank you letter requirement.

Community Service Hours

Students must complete 30⁶ community service hours (CSH) as part of the LBV Trust Scholarship renewal requirements.

- 15 CSH due by December 1st
- 15 CSH due by May 1st

The community service hours must be submitted to the Office of Student Conduct and Community Engagement for review and approval online using Trailblazers: <https://trailblazers.tamtu.edu/>

Once approved by the Office of Student Conduct and Community Engagement office will update Trailblazer so the Scholarship Coordinator can run a report to clear the FINAID Hold.⁷ Students awarded the LBV Trust Scholarship will have a hold (SOAHOLD) in their account effective December 1st to verify student completed the first 15 CSH. If student completed the 1st 15 CSH the hold will be move to May 1st to verify the second 15 CSH completion.

Hold Type	Reason	From	To	Origination Code
FA	LBV 15 Com. Serv. Hrs. FallXX	12/01/20XX	12/31/2099	FIN
FA	LBV 15 Com. Serv. Hrs. Spr.XX	05/01/20XX	12/31/2099	FIN

⁶ If recipient is receiving a Spring Only award, they need to complete only 15 community service hours.

⁷ The hold is removed based on data that is extracted at the time of review.

If student does not complete the 1st 15 CHS will have a hold in SOAHOLD and ROAHOLD. The holds will not be waived and/or removed until student has completed the community service hours. The holds will prevent student from receiving official transcripts, make changes to schedule (add/drop courses), receive diploma. Students who were awarded Fall and Spring will automatically forfeit the Spring portion of the scholarship.

Students will receive email notification of the hold in their account and with cancellation of their Spring award. If student replies stating will not be completing the community service hours, the student must return the Fall scholarship amount awarded back to the university in order to remove the hold. In other words student will have the option to still complete the 15 CSH and maintain the Fall scholarship only or will cancel the Fall Scholarship and student will return the Fall funds to the university.

Appendix A

Lamar Bruni Vergara Trust Scholarship Acknowledgement Form⁸

I, _____

A _____

Accept

Decline

The Lamar Bruni Vergara Trust Scholarship in which I receive \$_____ for this academic year at Texas A&M International University.

- ▶ I understand that I must submit the 20XX-XX FAFSA or TASFA to TAMIU, as applicable.
- ▶ I understand that I must register full-time each semester (minimum of 12 SCH) to receive award.
 - For the Fall 20XX semester at TAMIU I must be registered by August 1, 20XX.
- ▶ I understand that I must complete 30 community service hours as part of this scholarship.
 - With 15 hours due by December 1st and the other 15 hours due by May 1st in Trailblazers. <https://trailblazers.tamui.edu/>
 - I understand that I must submit the community service hours **within 30 days** of the service event.
 - If the first 15 hours are not submitted by the deadline, the Spring 2021 portion will be cancelled in January.
 - A hold will be placed in your account and will not be waived or removed until the hours have been submitted or the Fall 20XX funds have been reimbursed to the University.
- ▶ I understand that this scholarship is available for a maximum of three years, and that it is non-transferable and may cease if funding ends.
- ▶ I understand I must meet the following for possible renewal of scholarship:
 - I must maintain a TAMIU overall GPA of 2.75,
 - I must successfully complete 24 semester credit hours by the end of the 20XX-XX academic year at TAMIU (summer not included).
 - I must successfully complete 30 community hours by the end of the 20XX-XX academic year.
- ▶ I understand that failure to comply with any of the above mentioned regulations will forfeit my current and possible future award(s).

Signature

Date

This form must be returned (in person, email, or fax) to the Office of Financial Aid:

No later than August 21, 20XX

Location: Zaffirini Student Success Center Suite 214

Fax: (956) 326-2224

Email: scholarships@tamui.edu

Failure to submit this form by deadline will result in forfeit of scholarship.

For more information or questions please call (956) 326-2225.

⁸ LBV Acknowledgement form is located in G:Drive, Scholarships, LBV Scholarship, Scholarship Acknowledgment...

Appendix B

Lamar Bruni Vergara Trust Scholarship Questions & Answers⁹

1. **Do I need to submit a FAFSA/TASFA application each year?**
Yes, it is recommended to apply each year to determine eligibility for other assistance.
2. **Do I need to be enrolled full-time each semester?**
Yes, students are required to enroll fulltime (minimum of 12 semester credit hours per semester)
3. **What is the required TAMIU GPA to qualify for the LBV Trust Scholarship?**
An overall TAMIU GPA of 2.75 or higher is required.
4. **How many hours of community service do I need to complete for the year in order for my scholarship to be renewed?**
Students must successfully complete 30 community service hours by the end of the academic year:
 - 15 hours due December 1st and
 - 15 hours due May 1st.
5. **When do I need to submit my community service hours?**
Students must submit the community service hours within 30 days of the service event.
6. **Where do I submit my community service hours?**
Students must create an account in Trailblazers and join the LBV Trust Scholarship group. The Community Service Hours Verification Timesheet must be attachment in Trailblazers.
7. **Where do I create my Trailblazers account?**
Accounts are created online at: <https://trailblazers.tamiu.edu/>
8. **Does donating items count as community hours?**
Yes, we will accept up to 10 hours of community service per semester through donations.
9. **If organization and/or event provided their own forms will they be accepted in Trailblazers?**
Yes, student may use the community service form provided through the event.
10. **Can my community service hours count for multiple TAMIU organizations?**
No, hours submitted must be for one entity only.
11. **Can my community service hours be split for two TAMIU organizations?**
Yes, you may choose to split your hours between two entities.
12. **What happens when I do not submit the community service hours?**
A hold will be place in the student account and will not be waived and/or removed until all community service hours have been completed. Failure to complete the first deadline will

⁹ LBV Q&A form is located in G:Drive, Scholarships, LBV Scholarship, Q&A's LBV Trust

cause student to forfeit Spring portion awarded.

13. If I am graduating in December, do I need to complete the 30 community hours?

No, if you are expected to graduate in December, you are required to complete 15 community service hours. Also, contact the Office of Financial Aid to adjust your file for Fall only.

14. What is required in order for this scholarship to be renewed?

Students are required to successfully pass 24 semester credit hours between Fall & Spring semesters, maintain an overall TAMIU GPA of a 2.75+ and complete the community service hours.

15. What is the maximum time frame to qualify and receive the LBV Scholarship?

The scholarship is available for a maximum of three consecutive years.

Appendix C

First-Time Freshmen and Transfer Presidential Renewal Requirements:

Scholarship Name	Fund Code	Enrollment	Semester Credit Hours	TAMIU GPA
Presidential	GAPRES	Full-time	30	3.0
Achievement	GAACHI	Full-time	30	3.0
Pride	GAPRID	Full-time	30	3.0
Discover	GADISC	Full-time	30	3.0
Presidential	GBPRES	Full-time	30	2.75
Achievement	GBACHI	Full-time	30	2.75
Pride	GBPRID	Full-time	30	2.75
Discover	GBDISC	Full-time	30	2.75
Presidential	GCPRES	Full-time	30	2.75
Achievement	GCACHI	Full-time	30	2.75
Pride	GCPRID	Full-time	30	2.75
Discover	GCDISC	Full-time	30	2.75
Presidential	GDPRES	Full-time	30	3.0
Achievement	GDACHI	Full-time	30	3.0
Pride	GDPRID	Full-time	30	3.0
Discover	GDDISC	Full-time	30	3.0
Transfer Presidential	G1TPFS	Full-time	30	3.0
Transfer Achievement	G1TAFS	Full-time	30	3.0
Transfer Presidential	G1TPSF	Full-time	30	3.0
Transfer Achievement	G1TASF	Full-time	30	3.0
Transfer Presidential	G2TPFS	Full-time	30	3.0
Transfer Achievement	G2TAFS	Full-time	30	3.0
Transfer Presidential	G2TPSF	Full-time	30	3.0
Transfer Achievement	G2TASF	Full-time	30	3.0

Undergraduate General Academic Scholarship Renewal Requirements:

Scholarship Name	Fund Code	Enrollment	Semester Credit Hours	TAMIU GPA	Thank you letter	Community Service Hours	Other
Arturo Benavides Sr.	GABEN	Full-time	24	2.0	Yes	N/A	Dyslexia
ML Gallagher Leyendecker	GALLAG	Full-time	24	3.0	Yes	N/A	Children of Police Officer
Arguindegui Oil Co.	GARGN	Full-time	24	3.0	Yes	N/A	Resident LDO(240) ZAP(253), HEB(124) ,and surrounding areas/ FAFSA NEED
Lacey C Keck	GLKECK	Full-time	24	3.0	Yes	N/A	JR/SR Education Majors
Max Mandel Memorial	GMANDL	Full-time	24	3.0	Yes	N/A	Top 25% of graduating Class
Brian & Sondra O'Brien	GOBRIN	Full-time	24	3.0	Yes	N/A	Maverick County (159) max of \$1,000
Lamar Bruni Vergara Trust	GTAMIU	Full-time	24	2.75	No	30	
FA Student Success	PSTSUC	Full-time	24	2.75	No	N/A	

Fall/Spring General Scholarship Application

For Current Undergraduate TAMIU Students

Must be Enrolled Full-Time (12 hours per long semester) to be Eligible.

TAMIU overall GPA must be greater than a 3.0 for consideration.

Deadline: May 30th

Academic Award Year: 2021-2022

TAMIU Banner ID *

Enter 9 characters. Currently Used: 1 characters.

Last Name *

First Name *

Middle Initial

Address *

Street Address

City

State / Province / Region

Postal / Zip Code

United States

Country

Mobile Phone Number *

 - -

#####

Other Phone Number

 - -

#####

Date of Birth *

 / / 

MM DD YYYY

Email *

Father's Highest Level of Education *

Mother's Highest Level of Education *

Geographic/Residential Information

Birth City *

Birth State *

Birth Country *

Nationality *

- U.S. Citizen
- Permanent Resident
- International Student
- *Student under SB1528

Ethnicity *

- Native American
- African American
- Asian / Pacific Islander
- Hispanic or Latino
- White
- Other

Are you a Texas Resident? *

- Yes
- No

Organizations/Involvement

Please list any organizations you belong to, if it is at TAMIU, and indicate if you hold an officer position: *

Out of those listed above, are any in a TAMIU Organization? *

- Yes
- No
- Not Applicable

Is your family involved in the Oil Field Industry or do you plan on pursuing a Career in the Oil Field Industry? *

- Yes
- No

Is one of your Parents a Teacher? *

Yes

No

Academics

Declared Major of Study *

Declared Minor of Study (if applicable)

Departmental College *

Expected Date of Graduation *

 / / 

MM DD YYYY

Résumé

The résumé provides you with an opportunity to tell us more about yourself. List academic honors, extracurricular activities, clubs and organizations and positions held, awards, community service, participation, special skills and talents, work experience, and other information you feel is pertinent to your application. Visit the Office of Career Services for assistance located in Student Center room 114.

Résumé Upload *

No file chosen

Certification Statement

By clicking "Submit" below, I certify that this scholarship is based exclusively on academic merit, hence, my relation to a current Texas A&M University Board of Regent member, if any, for the selection of scholarship recipients is irrelevant (State Law, SB 1325). I also certify that the information in this application packet is accurate and unique. I acknowledge that any omission or inaccurate information could jeopardize my standing at Texas A&M International University, a Member of The Texas A&M University System.

Acknowledgement *

I have read and agree to the statement above.



TEXAS A&M INTERNATIONAL UNIVERSITY

Date

Student ID: AXX123456

Student Name
Address
City, State Zip

Congratulations, **Student Name!**

It is my honor to recognize you as a recipient of Texas A&M International University's **Presidential** Scholarship, part of TAMIU's expanded scholarship vision we call "The Excellence Investment".

In being singled out for this honor, you join a highly select group of freshman class students who have truly distinguished themselves through exceptional academic achievements and impressive personal excellence. I am pleased to inform you that your total renewable scholarship is **\$32,000** and you will receive **\$8,000** for each academic year - over the next four years.

We believe that our investment in you ensures a trajectory that will enable you to become a campus student leader and make extraordinary contributions on and off-campus. You will have an unparalleled opportunity to collaborate side-by-side with an internationally renowned faculty dedicated to your success. Our academic and student programs will ensure you achieve all your personal and professional goals.

How to Accept Your Scholarship

In order to finalize your Pride Scholarship, please login to your TAMIU UConnect account and accept your scholarship award offer. In addition, you must submit the Scholarship Acknowledgement Form attached to this letter via email to enroll@tamiu.edu. Please do so by Friday, January 15, 2021. If you do not respond by this date, you will automatically forfeit your scholarship to another deserving student.

Once again, congratulations from all of us at TAMIU. We look forward to your joining our University community and maximizing your innate gifts and remarkable potential to Go Beyond!

Sincerely yours,

Pablo Arenaz, Ph.D. | President

Dear Student,

Congratulations! You have been selected to receive a scholarship award for the 2020-2021 Spring semester. Please make sure to logon to your UConnect account to **accept your award before *February 3, 2021***. Failure to accept the award by the deadline will result in the cancellation of your award.

Although some scholarship awards require a thank you letter to be sent to the donors, this particular scholarship ***TAMIU-LBV General Scholarship*** does not. This scholarship is renewable as long as the following criteria are met at the end of this spring semester:

- **Minimum overall GPA of 3.0**
- **Successfully complete 12 credit hours**

Failure to meet these requirements will forfeit your renewable award.

If you have any further questions please don't hesitate to email us at scholarships@tamiu.edu.

Once again, congratulations on receiving this TAMIU scholarship.

Dear Student,

Congratulations! You have been selected to receive a scholarship award for the 2020-2021 academic year. Please make sure you logon to your UConnect account to **accept your award before *July 31, 2021***. Failure to accept the award by the deadline will result in the cancellation of your award.

Although some scholarship awards require a thank you letter be sent to the donors, this particular scholarship award **does not**. This award is **Non-renewable**, therefore you must reapply next year in April.

If you have any further questions please don't hesitate to email us at scholarships@tamiu.edu.

Once again, congratulations on receiving this TAMIU scholarship.

Dear Student,

Congratulations! You have been selected to receive a scholarship award for the 2020-2021 academic year. Please make sure you logon to your UConnect to **accept your award before *July 31, 2021***. Failure to accept the award by the deadline will result in the cancellation of your award.

Before your accepted award can be disbursed, you must create and submit a thank you letter to the [Office of Career Services](#). Their office is located in Student Center 114 and they will be able to assist you in writing the thank you letter. **The deadline to submit the letter is *July 31, 2021***.

The great thing about this scholarship is that it is renewable as long as the following criteria are met at the end of each academic year:

- **Minimum overall GPA of 3.0**
- **Successfully complete 24 credit hours**

Again, these requirements must be met at the end of each academic year in order to continue receiving this scholarship. Failure to meet these requirements will forfeit your award.

If you have any further questions please don't hesitate to email us at scholarships@tamiu.edu.

Once again, congratulations on receiving your TAMIU scholarship.

Dear Student,

Congratulations! You have been selected to receive a scholarship award for the 2020-2021 academic year. Please make sure you logon to your UConnect account to **accept your award before *July 31, 2021***. Failure to accept the award by the deadline will result in the cancellation of your award.

Before your accepted funds can be disbursed, you must complete and return the attached release donor form to the [Office of Financial Aid](#).

Although some scholarship awards require a thank you letter be sent to the donors, this ***Stripes College Scholarship*** award **does not**. This award is **Non-renewable**, therefore you must reapply next year in April.

If you have any further questions please don't hesitate to email us at scholarships@tamiu.edu.

Once again, congratulations on receiving this TAMIU scholarship.



TEXAS A&M **INTERNATIONAL** UNIVERSITY

August 3, 2021

Dear _____

Thank you for your application to the Undergraduate Academic General Scholarship! We had a large number of exceptional applicants, and regret to inform you that you have not been selected for the award.

The process of narrowing down a large applicant pool is a challenging one, especially when it is composed of so many highly qualified candidates. The decision is not, therefore, a negative assessment of your skills or accomplishments.

I want to personally thank you for your interest in our scholarship and giving us the opportunity to learn a little bit about you. We wish you the utmost success throughout your time at TAMIU, and encourage you to apply again in the future. Do not hesitate to contact us with any questions and thanks!

Sincerely,

Brenda Diaz
Scholarship Coordinator

Office of Financial Aid

5201 University Boulevard, Laredo, TX 78041 956.326.2225 financialaid@tamiu.edu TAMIU.EDU





TEXAS A&M INTERNATIONAL UNIVERSITY

A Member of The Texas A&M University System

Office of Recruitment and School Relations

Freshmen Automatic Merit **Presidential Scholarship** Acknowledgement Form

I, _____,

TAMIU ID: _____

Accept

Decline

The **Presidential Scholarship** in the amount of **\$32,000**,
in which I will receive \$8,000 each academic year for four consecutive years at **TAMIU**.

- I understand that I must register full-time for the Fall 2021 semester at TAMIU.
- I understand that I must register full-time for every subsequent long semester prior to First Class Day.
- I understand that I must complete and submit the 2021-2022 FAFSA to TAMIU (if applicable).
- I understand that I must complete a financial aid folder at the Office of Financial Aid.
- I understand that I must complete 30 semester credit hours by the end of each academic year at TAMIU (Fall, Spring, & Summer).
- I understand that I must maintain an institutional grade point average of 3.00 or better.
- I understand that I can only accept and receive one academic scholarship awarded by TAMIU.
- I understand that this scholarship is non-transferable to any institution of higher education.
- I understand that I must be in compliance with the Satisfactory Academic Progress Policy (SAPP) at all times.
- I understand that failure to comply with any of the above regulations will forfeit my scholarship.

Student Signature

Date

This form must be returned to the Office of Recruitment and School Relations, Zaffirini Success Center 130, no later than Friday, April 30, 2021. Failure to submit this form prior to the deadline will forfeiture the scholarship. For more information or questions, please call 956.326.2270.



TEXAS A&M INTERNATIONAL UNIVERSITY

A Member of The Texas A&M University System

University Scholarship Committee Conflict of Interest and Confidentiality Statement

To be completed by each staff member that reviews scholarship applications and submitted annually to the Committee Chair prior to receiving or reviewing scholarship applications.

A conflict of interest can occur when an action of a university member reviewing and/or recommending a scholarship award results in a direct financial benefit to a person closely affiliated to the university member. A conflict of interest may also occur if a university member exerts influence to select a recipient without considering objective criteria for the scholarship.

University/selection committee members are often asked to serve because of their knowledge of local communities or connection with schools and colleges. In some cases, scholarship donors may act in an advisory capacity to a scholarship committee as well. This may mean that they are familiar with individual scholarship applicants or their families or in some cases, related to applicants. University members must be able to make independent decisions on behalf of the Office of Financial Aid and Texas A&M International University without potential or perceived influence caused by a conflict of interest. They must evaluate the eligibility of all applicants without bias and make selection recommendations based on the established objective criteria for the scholarship.

University/selection committee members should avoid any situation where personal and business relationships could have, or give the appearance of having, influence on the member's judgment in matters under consideration.

In the event of a conflict of interest or potential conflict of interest, the committee member shall declare the conflict to the Chair of the committee and not review the application and/or leave the meeting until deliberations on the applicant are complete. The member shall not influence the discussion or decision making process where there is a potential conflict of interest.

As a member of the selection committee, I confirm that:

1. I have received, read and understand the Scholarship Handbook for University Departments applicable to Texas A&M International University scholarships.
2. I will maintain confidentiality in all selection committee discussions.
3. I affirm that this selection committee is not directly or indirectly controlled by the donor(s), donor advisor(s) or their family members.
4. The review and decision to award a scholarship will be based on objective criteria reasonably related to the purposes of the scholarship. Scholarship applications will be distributed to a broad class of eligible individuals and no individual is earmarked to receive a scholarship award.
5. I affirm that I will not recommend that any scholarship be awarded to a student who is my employee or family member.

I understand that Conflict of Interest Policy set forth above and agree to adhere to this policy.

Signature: _____

Date: _____

Printed Name: _____

Texas A&M International University

Scholarship Disbursement Requisition

1. FAMIS Account Number: _____

2. Scholarship Name: _____

3. Originating Department: _____

4. Semester and Academic Year:

FA Fund Code	SDR SEQ#
--------------	----------

5. Beginning Account Balance as Per FAMIS minus any outstanding SDR's not reflected in FAMIS: \$ _____

Last Name	First Name	MI	Banner ID	A/O	Amount	Notes

Important: It is the responsibility of the originating department to confirm that the recipient is eligible to receive this Scholarship under the TAMIU and/or Donor guidelines.

Required Signatures

Originator

Scholarship Committee Chair, and/or
FAMIS Account Responsible Person

Financial Aid – Scholarship Coordinator

INSTRUCTIONS FOR COMPLETING SCHOLARSHIP DISBURSEMENT REQUISITION (SDR)

1. **FAMIS Account Number:** Indicate the FAMIS account number where the funds will be disbursed from.
2. **Scholarship Account Name:** Indicate the name of the Scholarship.
3. **Originating Department:** Indicate the name of the department submitting this request.
4. **Semester and Academic Year:** Indicate the semester(s) and fiscal year when these disbursements are going to be released.

EXAMPLE: Semester(s)	Academic Year
Fall & Spring	17-18
Fall Only	18-19
Spring Only	19-20
Summer Only	20-21

5. **FA Fund Code and SDR SEQ #:** Indicate which fund code correspond to the account and if sending multiple SDR's add the sequence number.

RECIPIENT SECTION (This section is to be used for recipient information.)

Enter the following information for each recipient:

- Last Name
- First Name
- Middle Initial
- Campus Wide Identification Number (Do NOT use Social Security Numbers)
- Athlete students ONLY: If the recipient is an athlete student you must indicate if this award was given due to the athletic ability (A) or other reason such as academic (O).
- Amount of award

REQUIRED SIGNATURES (This section must be signed by the appropriate person.)

- **Originator:** The person creating this form must sign and print name.
- **Scholarship Committee Chair/FAMIS Account Responsible Person:** If a committee was used for the selection of these recipients the chair of the committee must sign this form and/or the person responsible for this account must sign if approving these disbursements.
- **Financial Aid – Scholarship Coordinator:** Coordinator will review and post awards.

DEADLINES

- **Deadline for the SDR form to be received by the Office of Financial Aid in order to disburse these awards prior to tuition and fees being due per semester is:**
 - Two weeks before tuition and fees are due for the semester based on the University Academic Calendar (available on-line at www.tamtu.edu).
 - All forms received after the deadline will be processed as received.
 - **NOTE: If any late fees are assessed to the student and your scholarship/grant was going to cover all of the tuition and fees your account will be billed for the late fees when the SDR was not received by the deadline.**



UNDERGRADUATE SCHOLARSHIP APPEAL REQUEST TEXAS A&M INTERNATIONAL UNIVERSITY

Deadline: Fall 20 - Sept 8, 2020 and Spring 21 -February 3, 2021

INSTRUCTIONS: COMPLETE ALL SECTIONS AND C AND ATTACH REQUIRED DOCUMENTATION.

SECTION A: IDENTIFYING INFORMATION (MUST BE COMPLETED BY THE STUDENT. PLEASE PRINT CLEARLY.)

Last Name	First Name	MI	CWID#	Daytime Phone Number
Local Address	City	ST	Zip Code	E-mail Address

Please indicate what your request is for:

- I am submitting a request to appeal the full-time enrollment requirement and have submitted the required documents.
- I am submitting a request to appeal the TAMIU Scholarship renewal requirements and have submitted the required documents.

SECTION B: REASON FOR APPEAL

In accordance with Texas A&M International University procedure, I appeal the full-time enrollment requirement based on:

- This is my last semester and the hours needed for graduation are less than full-time. **Provide a copy of degree plan, graduation application and proof of payment.**
- The courses available for my degree program for this semester do not equal to full-time. **Provide copy of degree plan and letter from college degree advisor stating this fact and that there are no substitutions available as well.**

In accordance with Texas A&M International University procedure, I appeal my scholarship academic progress standing based on:

- The death of a relative: **Provide statement with details such as number of classes missed, relationship to you, and documentation for proof, etc.)**
- Injury or illness: **Provide statement with details such as number of classes missed, duration of illness, doctor's excuse, etc.**
- I had to repeat courses within the same academic year due to my degree program requirements; therefore, I did not earn the total hours required for scholarship. **Provide statement with details, and copy of degree plan and letter from college degree advisor stating this fact and that there were no substitutions available if applicable.**
- Other special circumstances: **Provide statement with full explanation of circumstances beyond your control that caused you to not successfully complete your academic requirements.**

SECTION C: REINSTATEMENT INFORMATION

Select semester you are appealing for (enter the YEAR)	List name of scholarship(s) (NOT Grants) this request is being submitted for:
Fall 20____ Spring 20 __	

RETURN THIS FORM TO: Office of Student Financial Aid, 5201 University Boulevard, ZSC Suite 214, Laredo, TX 78041 or fax to 956-326-2224.

SECTION D: CERTIFICATION AND SIGNATURE

Certification: I certify that the submitted information is true and correct to the best of my knowledge and belief. If asked by an authorized official, I agree to submit additional proof of the information provided on this form. I understand that purposely providing false or misleading information on this form may result in reduction or repayment of aid, fines and/or imprisonment in this and/or future years.

Student's Signature	Date form was signed

FOR OFFICE USE ONLY

Fund Code	Decision <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Reason for Denial	Award Amount \$	Number of Semesters or Academic Years Left:
Staff Initials	Date	Notes: