



Scholarship Handbook

For

University Departments

At

Texas A&M International
University

Created: September 2007
Updated: November 2017

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 and any questions should be directed to the office or e-mail scholarships@tamiu.edu and/or the Coordinator of Scholarship and Stewardships. Locations of these individuals and phone numbers are listed below.

**Office of Financial Aid
Scholarships
Associate Director of Financial Aid
Isabel G. Woods
Zaffirini Student Success Center, Suite 214
Telephone #: 956-326-2161
E-mail: scholarships@tamiu.edu
Fax #: 956-326-2224**

**Office of Institutional Advancement
Coordinator of Scholarship & Stewardship
Killam Library, Suite 261
Telephone #: 956-326-GIVE (4483)
E-mail: vpia@tamiu.edu**

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

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General Information

General Information

I. Application Guideline

- 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.
- This 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.)
- Application deadlines must be posted clearly for any scholarship awarded through the department. The Office of Financial Aid suggests University Departments to have the following dates: Fall Semester Application Opens: February 1st Deadline: April 15th and Spring Semester Application Opens: October 15th Deadline: Dec. 15th of each year.

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 (SDR) per semester or annual.
- The Office of Financial Aid will route these forms to the Office of Institutional Advancement to keep in file. *(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.)*

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 will need to be kept on-file for a minimum of two years.*)
- 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 note 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 notifying the Scholarship Department within 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 form.
- The department will complete the disbursement form and submit to the Dean of the College or respective Vice-President for approval and signature. The form should be submitted thru email with electronic signatures at scholarships@tamiu.edu. If you submit the form inter-office mail please verify with the department that the form has been received. We recommend that paper forms be hand-delivered to the office.
- The form is available in our website at <http://www.tamiu.edu/affairs/financial/documents/ScholarDisbRequest.pdf>.
- It is the responsibility of the department to verify that all signatures are recorded 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 1st class day of appropriate semester.**
- It is the responsibility of the department to ensure that all scholarship disbursement request forms are 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.

- All new accounts that are being used require the following to be setup prior to posting the aid on student's account
 - a. A new A/R detail code must be requested from the Office of the Comptroller.
 - b. The new fund code information must be sent to the Scholarship department for setup in Banner.
 - c. Scholarship department must be informed if this account will have requirements, such as: thank you letter, specific hours of enrollment, if the students must accept their award or if it can be set up to auto-accept in BANNER, or 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

Frequently Asked Questions

Who is responsible to verify that the student meets eligibility 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 the scholarship recipient meets the eligibility requirements EACH semester or year, as applicable.

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

The scholarship will be authorized by the Office of Financial Aid and disbursed by the Bursar's Office approximately one week after census day for the semester if the scholarship form is received by the deadline or after if specified by the department. If submitted after the deadline, all forms will be processed as received. Funds are disbursed once a week by the Bursar's Office.

Will scholarships affect a student's financial aid award?

Under some circumstances, scholarships will affect a student's financial aid package. We will attempt to reduce any loans a student has before reducing need-based grants. If there is a concern, please contact the Office of Financial Aid at scholarships@tamiu.edu.

Where can I pick up additional disbursement forms?

Additional forms may be printed off the Office of Financial Aid web site: <http://www.tamiu.edu/affairs/financial/scholarships.shtml>

If my department receives a check from an outside donor for a scholarship for a student, where should that check be sent?

The check should be sent to the Office of Institutional Advancement. The scholarship will be processed and the Office of Financial Aid will receive a scholarship disbursement request form to post to the student's account.

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. This needs to be done two weeks before any forms are submitted to the Office of Financial Aid.

Reminders and Helpful Information

Reminders and Helpful Information

- 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.
- 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. **Don't** promise anything you cannot deliver!
- 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.

Samples

Listing of scholarship websites

SAMPLE

Scholarship Applications can be found at the following websites:

Undergraduate Academic Scholarship Applications for:

- 1. For High School Seniors**
- 2. For Current Students**
- 3. For Transfer Students**

<http://www.tamtu.edu/affairs/financial/scholarships.shtml>

Graduate Scholarship Applications for:

- 1. For the Lamar Bruni Vergara Educational Fund:**
 - a. Scholarships**
 - b. Fellowships**
 - c. Assistantships**

http://www.tamtu.edu/gradschool/lamar_bruni_vergara.shtml

SAMPLE – (form available in scholarship website)



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: _____

SAMPLE – (form available in scholarship website)

Scholarship Application is created in Wufoo and linked to the scholarship website.

Spring General Scholarship Application

For Current Undergraduate TAMU Students during the Spring 2018 semester only.
Must be Enrolled Full-Time (12 hours per long semester) to be Eligible.
TAMU overall GPA must be greater than a 3.0 for consideration.

Deadline is December 15th

TAMU ID Number *

Must be between 9 and 9 characters. Currently Used: 1 characters.

Last Name *

First Name *

Middle Initial

Address *

Street Address

City

Postal / Zip Code

- ## -

Email *

Father's Highest Level of Education *

State / Province / Region

United States

Country

Other Phone Number *

- ## -

Date of Birth *

MM DD YYYY

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

1 out of 3

SAMPLE – (form available in scholarship website)

Ethnicity ▾

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

Additional Information

Are you a Texas Resident? ▾

- Yes
- No

Please select the Texas County you are from: ▾

- Webb
- Duval
- Jim Hogg
- Maverick
- Starr
- Zapata
- Other

Is one of your parents a teacher? ▾

- Yes
- No

Please list the high school you graduated from: ▾

Organizations/Involvement

Please list any TAMIU organizations you belong to and indicate if you hold an officer position: ▾

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

- Yes
- No
- Not Sure

Academics


Classification ▾

SAMPLE – (form available in scholarship website)

Declared Minor (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 with positions held, awards, community service, participation, special skills and talents, work experience, and other information from your college years you feel is pertinent to your application.

Résumé Upload *

No file selected.

Certification Statement

By clicking the Submit button, 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.

SAMPLE

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:

- Top 5% = 200 pts
- Top 10% = 160 pts
- Top 15% = 140 pts
- Top 20% = 120 pts
- Top 25% = 100 pts
- Top 30% = 60 pts
- Top 50% = 40 pts
- Lower 50% = 20 pts

Letter of Recommendation:

50 pts

Resume:

50 pts

Essay:

75 pts x 2 = 150 pts

Bonus:

International Student = 5 pts

GRAND TOTAL POINTS = 655

SAMPLE

Scholarship Essay Evaluation

Students Name: «Last Name», «First Name»

Banner ID: «TAMIU ID»

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
Grand Total:		75 pts

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
Grand Total:		75 pts

Reader #2: _____

SAMPLE

Students Name: «Last Name», «First Name»

Banner ID: «TAMIU ID»

Scholarship Resume Evaluation

Criteria:	Score:	Maximum:
Awards/Honors - 2pts for each award		10 pts
Extracurricular Activities - 1pt for each activity - 1pt for each officer position held.		10 pts
Volunteer/Work Experience - 2pts for each item		10 pts
Grammar/Organization - neatness - typos - format		10 pts
Overall Impression		10 pts
Grand Total		50 pts

Evaluated By: _____

SAMPLE

Students Name: «Last Name», «First Name»

Banner ID: «TAMIU ID»

Letter of Recommendation Evaluation

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

Evaluated By: _____

Scholarship Acknowledgement Form

I, **«First Name» «Last Name»**

Accept

Decline

The Texas A&M International University's **«Name_of_Scholarship»** renewable in the amount of **\$«Total_Amount»** in which I receive **\$«Yearly_Amount»** for each academic year for the next four years.

- ▶ I understand that I must register for the FALL 2014 semester at TAMIU by May 31, 2014.
- ▶ I understand that I must complete and submit the 2014-2015 FAFSA to TAMIU.
- ▶ I understand that I must complete a Financial Aid folder at the Office of Financial Aid, ZSC 214.
- ▶ I understand that I must complete 30 semester credit hours by the end the academic year at TAMIU.
- ▶ I understand that in order to continue receiving the scholarship I must maintain an institutional GPA of 2.75
- ▶ I understand that I can only accept and receive one academic scholarship awarded by TAMIU.
- ▶ I understand that this scholarship in non-transferable.
- ▶ I understand that I must be in compliance with the Satisfactory Academic Progress Policy at all times.
- ▶ I understand that failure to comply with any of the above mentioned regulations will forfeit my scholarship.

Signature

Date

**This form must be returned, mailed, or faxed to the
Office of Recruitment and School Relations,
Zaffirini Success Center 130, no later than Tuesday, April 15, 2014
Failure to submit this form prior to deadline will result in forfeit of scholarship.
For more information or questions please call 956.326.2270.**

SAMPLE



TEXAS A&M INTERNATIONAL UNIVERSITY
A Member of The Texas A&M University System

November 8, 2017

«First_Name» «Last_Name»
«Address»
«City», «State», «Zip»

Congratulations «First_Name»!

It is my honor to inform you that you have been selected for the «Name_of_Scholarship» to attend **Texas A&M International University**. The total amount scholarship is for \$«Total_Amount». You will receive \$«Yearly_Amount» for each academic year for the next four years.

Students like you are a select group of academic achievers, who through this investment will become **TAMIU's** student leaders, making extraordinary contributions to our campus community. You will have the opportunity to work side by side with our energetic faculty and staff who are devoted to your success.

We at **TAMIU** want to be with you every step of the way to ensure your transition from high school to **TAMIU** is successful. We are currently scheduling appointments to pre-register students. Please take advantage and register early for summer and/or fall. If you have any questions please call 956.326.2270.

In order for your scholarship to be finalized, you must return the enclosed Scholarship Acknowledgement Form by Tuesday, April 15, 2014. If you do not respond by the mentioned date, you will automatically forfeit your scholarship.

Once again, congratulations and welcome to the **TAMIU** family!

Sincerely,

A handwritten signature in cursive script that reads "Minita Ramirez".

Minita Ramirez, Ph.D.
Vice-President
Division of Student Success
Texas A&M International University

SAMPLE

Texas A&M International University
TAMIU General Scholarship Applications
Committee Member Ranking Sheet
Spring 2014

0 - 5	0-5	4.0 = 6 3.8 - .3.99 =5 3.6 - 3.79 = 4 3.4 - 3.59 = 3 3.2 - 3.39 = 2 3.0 - 3.19 = 1 2.8 - 2.99 = 0.5	0 - 5	0 - 5	MAX=26				
Essay Review#1	Essay Review#2	GPA/Score	Resume Score	Ltr/Rec Score	TOTAL POINTS	AMOUNT	Banner ID	Last Name	First Name

CONTINUATION OF REPORT

Middle	Folder Complete	Applied	Accepted	Registered	Program	Resid	FAFSA Received	Hours	Classes	Inst GPA	Overall GPA	High School Graduation Date

SAMPLE

CONTINUATION OF REPORT

School Code	School Name	School Street 1	School Street 2	School Street 3	School City	School State	School Zip Code	Fund Type	Fund Code	Fund Title	Offered Amount	Accepted Amount

CONTINUATION OF REPORT

Paid Amount	EF C	UnMet Need	Previous Application Admit / Desc / Term / Code / Lvl / Resd / Col / Deg / Major	Previous Accepted Admit / Eff / Term / Status / Type / Lvl / Resd / Col / Deg / Major	Current Application Admit / Desc / Term / Code / Lvl / Resd / Col / Deg / Major	Current Accepted Admit / Eff / Term / Status / Type / Lvl / Resd / Col / Deg / Major	Future Application Admit / Desc / Term / Code / Lvl / Resd / Col / Deg / Major	Future Accepted Admit / Eff / Term / Status / Type / Lvl / Resd / Col / Deg / Major	Student Address Type	Student Street 1

CONTINUATION OF REPORT

Student Street 2	Student City	Student State	Student Zip Code	Student County Code	Student Email	Student Phone Number

SAMPLE – (form available in scholarship website)

Texas A&M International University

Scholarship Disbursement Requisition

- 1. FAMIS Account Number:
- 2. Account Name:
- 3. Originating Department:

4. Semester or Year Distribution:

Financial Aid Office Use Only:

5. Beginning Account Balance as Per FAMIS minus any outstanding SDR's not reflected in FAMIS:						\$ <input style="width: 80px;" type="text"/>
Last Name	First Name	MI	CWID	A/O	Amount	Account Balance
				A ▾		
				A ▾		
				A ▾		
				A ▾		
				A ▾		
				A ▾		
				A ▾		
				A ▾		
				A ▾		
				A ▾		
				A ▾		
				A ▾		
				A ▾		
Ending Account Balance						\$ <input style="width: 100px;" type="text"/>

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 VPIA

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. **Account Name:** Indicate the name of the FAMIS account number.
3. **Originating Department:** Indicate the name of the department submitting this request.
4. **Semester Distribution:** Indicate the semester and fiscal year when these disbursements are going to be released.
EXAMPLE: 2014 = To be disbursed between Fall 2013 and Spring 2014
 201410 = To be disbursed in Fall 2013
 201420 = To be disbursed in Spring of 2014
 201430 = To be disbursed in Summer Session I 2014
 201440 = To be disbursed in Summer Session II 2014
 201450 = To be disbursed in Summer 2014
5. **Beginning Account Balance as per FAMIS minus outstanding SDR's:** Enter the available funds minus any outstanding SDR's that have not been posted in FAMIS.

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

NOTE: The ending balance must be a positive number if not we will not be able to post until a balance transfer has been done to cover these awards.

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/VPIA:** If a committee was used for the selection of these recipients the chair of the committee must sign this form.
- **FAMIS Account Responsible Person:** 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.**

SAMPLE – (form available in scholarship website)



UNDERGRADUATE SCHOLARSHIP APPEAL REQUEST

INSTRUCTIONS: SECTIONS A, D AND E MUST BE COMPLETED BY ALL. SELECT BETWEEN SECTIONS B 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	State	Zip Code	E-mail Address
<p>Please indicate what your request is for:</p> <p><input type="checkbox"/> I am submitting a request to appeal the full-time enrollment requirement and have submitted the required documents as listed under Section B.</p> <p><input type="checkbox"/> I am submitting a request to appeal the TAMU Scholarship renewal requirements and have submitted the required documents as listed under Section C.</p>				
SECTION B: SCHOLARSHIP APPEAL POLICY				
<p>In accordance with Texas A&M International University procedure, I appeal the full-time enrollment requirement based on:</p> <p><input type="checkbox"/> This is my last semester and the hours needed for graduation are less than full-time. I am including a copy of my degree plan, graduation application and proof of payment.</p> <p><input type="checkbox"/> The courses available for my degree program for this semester do not equal to full-time. I am including a copy of my degree plan and letter from my college degree advisor stating this fact and that there are no substitutions available as well.</p>				
SECTION C: SCHOLARSHIP REINSTATEMENT POLICY				
<p>In accordance with Texas A&M International University procedure, I appeal my scholarship academic progress standing based on:</p> <p><input type="checkbox"/> The death of a relative: (Please give details such as number of classes missed, relationship to you, documentation for proof, etc.)</p> <p><input type="checkbox"/> Injury or illness: (Please give details such as number of classes missed, duration of illness, doctor's excuse, etc.)</p> <p><input type="checkbox"/> I did not earn 24 hours. I am including a copy of my degree plan and letter from my college degree advisor stating this fact and that there were no substitutions available if applicable.</p> <p><input type="checkbox"/> Other special circumstances: (Explain fully, in a separate page, those circumstances beyond your control that caused you to not successfully complete your academic requirements.)</p> <p>In as much detail as necessary, please describe your situation, but mostly, concentrate on your plans to be a successful student. Please use additional pages. (For example, have you sought tutoring, cleared more time for studying, etc.?)</p> <p>I am including a copy of my degree plan and letter from my college degree advisor stating this fact and that there are no substitutions available as well.</p>				
SECTION D: REINSTATEMENT INFORMATION (PLEASE PRINT CLEARLY.)				
Semester you are appealing for (Select only one.)			List name of scholarship(s) this request is being submitted for:	
<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Fall/Spring		
<p>RETURN THIS FORM TO: Office of Financial Aid, 5201 University Boulevard, ZSSC Suite 214, Laredo, TX 78041 or fax to 956-326-2224</p>				
SECTION E: CERTIFICATION AND SIGNATURE				
<p>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.</p>				
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:	

RRAAREQ Code: SCHAPL
Received by: _____

Updated: 10/19/16
Page 1 of 1

Forms



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: _____
Printed Name: _____

Date: _____

Texas A&M International University

Scholarship Disbursement Requisition

1. FAMIS Account Number:

2. Account Name:

3. Originating Department:

4. Semester or Year Distribution:

Financial Aid Office Use Only:

5. Beginning Account Balance as Per FAMIS minus any outstanding SDR's not reflected in FAMIS:						\$	<input style="width: 80%;" type="text"/>
Last Name	First Name	MI	CWID	A/O	Amount	Account Balance	
				A ▾			
				A ▾			
				A ▾			
				A ▾			
				A ▾			
				A ▾			
				A ▾			
				A ▾			
				A ▾			
				A ▾			
				A ▾			
				A ▾			
				A ▾			
Ending Account Balance						\$	<input style="width: 80%;" type="text"/>

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

SIGN NAME

Originator

SIGN NAME

Scholarship Committee Chair and/or VPIA

SIGN NAME

FAMIS Account Responsible Person

SIGN NAME

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. **Account Name:** Indicate the name of the FAMIS account number.
3. **Originating Department:** Indicate the name of the department submitting this request.
4. **Semester Distribution:** Indicate the semester and fiscal year when these disbursements are going to be released.
EXAMPLE: 2014 = To be disbursed between Fall 2013 and Spring 2014
201410 = To be disbursed in Fall 2013
201420 = To be disbursed in Spring of 2014
201430 = To be disbursed in Summer Session I 2014
201440 = To be disbursed in Summer Session II 2014
201450 = To be disbursed in Summer 2014
5. **Beginning Account Balance as per FAMIS minus outstanding SDR's:** Enter the available funds minus any outstanding SDR's that have not been posted in FAMIS.

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

NOTE: The ending balance must be a positive number if not we will not be able to post until a balance transfer has been done to cover these awards.

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/VPIA:** If a committee was used for the selection of these recipients the chair of the committee must sign this form.
- **FAMIS Account Responsible Person:** 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

INSTRUCTIONS: SECTIONS A, D AND E MUST BE COMPLETED BY ALL. SELECT BETWEEN SECTIONS B 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	State	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 as listed under Section B.

I am submitting a request to appeal the TAMU Scholarship renewal requirements and have submitted the required documents as listed under Section C.

SECTION B: SCHOLARSHIP APPEAL POLICY

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. I am including a copy of my degree plan, graduation application and proof of payment.

The courses available for my degree program for this semester do not equal to full-time. I am including a copy of my degree plan and letter from my college degree advisor stating this fact and that there are no substitutions available as well.

SECTION C: SCHOLARSHIP REINSTATEMENT POLICY

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

The death of a relative: (Please give details such as number of classes missed, relationship to you, documentation for proof, etc.)

Injury or illness: (Please give details such as number of classes missed, duration of illness, doctor's excuse, etc.)

I did not earn 24 hours. I am including a copy of my degree plan and letter from my college degree advisor stating this fact and that there were no substitutions available if applicable.

Other special circumstances: (Explain fully, in a separate page, those circumstances beyond your control that caused you to not successfully complete your academic requirements.)

In as much detail as necessary, please describe your situation, but mostly, concentrate on your plans to be a successful student. Please use additional pages. (For example, have you sought tutoring, cleared more time for studying, etc.?)

I am including a copy of my degree plan and letter from my college degree advisor stating this fact and that there are no substitutions available as well.

SECTION D: REINSTATEMENT INFORMATION (PLEASE PRINT CLEARLY.)

Semester you are appealing for (Select only one.)	List name of scholarship(s) this request is being submitted for:
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Fall/Spring	

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

SECTION E: 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 _____
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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:

RRAAREQ Code: SCHAPL
Received by: _____

Updated: 10/19/16
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