

**SCHOLARSHIP GUIDELINES**  
**NDSU and the NDSU FOUNDATION**

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## Scholarship Guidelines

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### **II. General Scholarship Information & Definitions**

**Scholarships** are payments, winnings, prize money, or any other funding a student receives as a result of enrollment at NDSU, participating in events limited to NDSU students, intended to support a student's education, or recognizes study or scholarship at NDSU, among other factors. These funds must go through the Office of Financial Aid and Scholarships to ensure compliance with Federal law and regulation. Please refer to NDSU's [Guidelines on Payment to Students](#) and

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B. Source of Funds: This section states what type of gift is funding the scholarship. This section is important because some gifts, such as planned gifts from a Donor's will or estate, are not received by the Foundation at the same time the MOU and fund are created.

C. Use of Funds:

- a. Criteria: The Criteria section sets the specific requirements for how a college/unit may use the fund. Donors may make criteria a restriction or preference.
  - i. Colleges/units must follow Donor restrictions, even if following the restriction means there are no qualified scholarship recipients or department funds are not utilized. A restriction may appear as a "Be," "Shall," or "Will" statement.
  - ii. Colleges/units must follow Donor preferences whenever possible, but may set a preference aside if following a preference eliminates all otherwise eligible scholarship candidates or fund uses. MOU's state "preferences" as such.
- b. Term: Donors may state that the Administering Authority should renew a scholarship award, may not renew, or give the Administering Authority discretion. If a scholarship is renewable, the Administering Authority should include the amount of renewals in the total number of scholarships awarded, subject to any restrictions in the Number and Amount section.
- c. Number and Amount: Donors may require that the Administering Authority award a specific number of scholarships, set a minimum/maximum number of scholarships, or give the Administering Authority discretion. Donors may also set specific scholarship amount, or minimum/maximum scholarship sizes. This amount includes renewal scholarships.

**MOU Supersede** replaces all previous memos and amendments. The Foundation creates superseding MOUs for any changes to the MOU beyond a change to the fund's name.

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entire balance of an expendable fund is available to a college/unit, subject to any restrictions stated within an MOU.

If requested by the Donor or the college/unit, the Foundation will send donation reminders to Donors in November, or by special request for unique circumstances.

If a Donor requires an online submission/invoice request via their portal before donating to their scholarship and the college/unit has been doing this process in the past, please contact the Foundation to see if it would be more appropriate to have this process done by the Foundation.

**Endowed Scholarships** are permanently invested by the Foundation.

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scholarships, it is only reported in the DCS monthly dean's and department reports process. This includes graduate student support.

Each college must submit a copy of the scholarship guidelines to the DCS office by the deadline of 10/15/2024. The guidelines should be submitted to the DCS office at the following email address: [dcsoffice@louisiana.edu](mailto:dcsoffice@louisiana.edu). The guidelines should be submitted in PDF format and should include the following information:

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Scholarship paid directly to the student and not reported to or disbursed by FAS. Usually done to avoid a student's federal aid from being reduced.	This is a federal compliance issue. Any scholarships received by a student must be reported and considered in a student's financial aid package.	All scholarships should be disclosed to and disbursed by FAS.
Scholarship reported to FAS to disburse the funds, but then the Donor will either give the student a check or send a check to NDSU.	In both scenarios, students can end up getting paid twice for the same scholarship, which may have negative financial aid or tax implications for the student.	All scholarships should be disclosed to and disbursed by FAS.
Departments share confidential student scholarship application data (i.e. GPA) with Donors because the Donors want to select or nominate students for their scholarship.	This could be a FERPA violation. Additionally, it creates additional and unnecessary workload for staff who need to de-identify information. Donors who select their own recipients may violate IRS regulations related to Donor Advised Funds.	Scholarship recipients should be selected by NDSU employees in accordance with the signed MOU.

### **IV. Scholarship Criteria and Restrictions**

BAM offers two types of scholarships: auto-match and apply-to scholarships. Auto-match scholarships use a standard set of questions that all students answer when filling out the general scholarship application. BAM then automatically pairs students with scholarships based on the students' answers, the imported student record data, and the scholarship criteria entered into BAM. These criteria are easily accessible, do not present any additional administrative burdens on Campus or the Foundation, and are useful as criteria for the foreseeable future.

Apply-to scholarships have unique criteria that require manual awarding by the college/unit and completion of special application questions by the student. These criteria may not be easily accessible because they rely on outside information, events outside of the scholarship timeline, significant manual matching by the college/unit, or other work outside of the normal scholarship process.

#### **Examples of Auto Match**







Scholarship recipients should be categorized in BAM as a "finalist". Once all recipients have been made finalists, FAS should be notified that selection has been completed. FAS is the central administrative unit for all forms of student financial assistance. Federal and state regulations require FAS to be aware of all forms of financial assistance that students receive since they could affect a student's eligibility for federal and state aid resources.

Students who are awarded financial assistance in excess of their financial need or the cost of attendance receive an "over-award." This can negatively impact a student's overall financial aid and may create taxable income for the student. Most over-awards can be avoided by following the schedule established by FAS: having first year scholarships posted in early February and upper classes by May 1.

### **IX. Monitoring Student Enrollment and Eligibility**

Colleges/units should monitor students' enrollment, eligibility and scholarship award statuses using BAM. North Dakota law requires compliance with MOU criteria and restrictions.

Colleges/units may not set conditions for scholarship distributions on attendance at a scholarship event, writing a Donor thank-you letter, or similar conditions. Thank you notes are expected and money can be withheld throughout the semester pending confirmation that a thank-you letter has been sent, but the scholarship must eventually be disbursed to the student.

Colleges/units should develop guidelines for writing thank-you notes. See additional information below under "Thank You Notes to Donors".

### **X. Recipient Award Letters**

FAS utilizes the communications options in BAM to notify recipients of their scholarship award offer as soon as colleges/units have completed their scholarship awarding. College/units may send award letters in addition to the email notification through BAM, especially if the award is for incoming freshmen who may not be checking their NDSU email regularly yet.

### **XI. Confidentiality**

Donors often request information about their student beneficiaries. The Buckley Amendment of FERPA, as well as University policy regarding confidentiality, identifies 'nonpublic' from 'public' or 'directory' information. College/units should not share confidential academic or financial information with individuals other than University or Foundation employees without the written consent of the student. Colleges/units should understand and maintain the confidentiality of student records.

Some students request that the University keep all information about them confidential. In this case, no information, not even the fact that the student is enrolled, can be released without written permission from the student. Always check BAM to see if students have opted to keep their information confidential before releasing to non-NDSU or non-Foundation individuals.

Information that may be routinely released to Donors about their scholarship recipients is provided

below. Other information beyond what is listed is not public information and should not be shared with a Donor without written permission from the student.

Public Information:

1. Student name
2. Hometown (city, state)
3. Campus e-mail address
4. Height, weight, and photos of athletic team members
5. Major field of study (all declared majors)
6. Minor field of study (all declared minors)
7. Class level
8. Dates of attendance
9. Enrollment status (withdrawn, less than half-time, half-time, three-quarter-time, full-time)
10. Names of previous institutions attended
11. Participation in officially recognized activities and sports
12. Honors/awards received
13. Degree earned (all degrees earned)
14. Date degree earned (dates of all degrees earned)

**XII. Donor Notifications and Invitations**

The college/unit is responsible for preparing Donor letters to notify them of their scholarship recipients, including renewal awards made by the Office of Admission. These letters should be sent by early fall semester or before the college/unit scholarship banquet. IS can provide updated biographical information upon request.

**XIII. Thank-You Notes to Donors**

The college/unit is responsible for ensuring Donor thank you notes are completed by recipients, including renewal awards made by the Office of Admission. All scholarship recipients should send a thank you note when receiving a scholarship. These should be sent directly to the Donor when possible. IS can provide updated biographical information upon request. The only thank you notes that should be sent directly to the Foundation are scholarships without Donor contacts or for classified Donors.

**XIV. General Scholarship Workflow & Timeline**

Foundation staff should be mindful of the scholarship timeline listed below, especially when working on a new MOU to establish a scholarship. As a general rule, DoDs should explain that new scholarships will not be awarded if they are created after scholarship applications have opened. Rushed awards cause additional workload for the college/unit, FAS, Admission, and DCS, and increase the likelihood of errors in award or non-compliance with Donor intent. Additionally, due to the way BAM operates, some criteria cannot be implemented in a rushed award, and students who have already c

students.

However, NDSU and the Foundation recognize that special circumstances may arise and may work with Donors in unique cases beyond the Donor's desire for an award to be made in an upcoming academic year. A rushed award requires special

**July**

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