

Scholarship/Award/Prize/Loan Agreement
San Francisco State University
Office of Student Financial Aid

Name of scholarship/award/prize/loan _____
Year established _____

Account Location and Number:

University Corporation, Fund # _____

University Fiscal Affairs, Fund # _____

Does the scholarship/award/prize/loan have a related endowment? Yes No

Endowment Account/Fund # _____
Current Endowment Amount \$ _____ Year Endowment Established _____

Project Director _____ Extension _____
Title _____ College/Office/Dept. _____

College/Office/Dept. Contact _____ Extension _____
Title _____ College/Office/Dept. _____
E-Mail Address _____ Fax # _____ Campus Address _____

Note: The shaded information below will be made available to current and prospective SF State students via the Office of Student Financial Aid scholarship web page.

If you do not want your scholarship/award/prize/loan searchable on the web, check here .

Contact for student inquiries:

Contact Person/Department _____ Phone number _____
College/Office/Dept. _____ Fax # _____
E-Mail Address _____ Campus Address _____

College/Office/Dept. Web Page where scholarship information and/or application may be obtained
<http://> _____

Intent of scholarship/award/prize/loan:

1. APPLICATION PROCEDURES - Describe how each of the following items will be managed:

A. Selection of Applicant Pool: (how potential candidates are identified or nominated)

SF State Scholarship/Award/Prize/Loan Agreement, Page 2 of 3

B. Types of Publicity: (how potential candidates are notified of the award/scholarship/prize/loan opportunity)

C. Application Availability and Return Procedures:

Application Deadline: contact dept. Other _____ (e.g. early Jan, mid-May)

2. SELECTION PROCEDURES

A. Student Eligibility Criteria:

Major(s): Any Single (list) _____
 Multiple (list all or state "all majors within a specific College") _____

Class level (check all who are eligible to apply): High School Senior Freshman Sophomore Junior Senior
 Graduating Senior Credential 2nd BA Masters PhD
 Other _____

SF State Student Status: Currently enrolled SF State student Entering student
 Both can apply

Minimum GPA: Undergraduate _____ Graduate _____ No minimum GPA requirement

Citizenship (check all that apply): US Citizen Permanent Resident International Student Any

Does scholarship require student to apply for financial aid using the FAFSA form to determine financial need? (If yes, prior to selection of winners contact Financial Aid to determine if applicants meet this criteria.) Yes No

Minimum Enrollment requirement to receive award: **Undergraduate/2nd BA** - full-time (12) half-time (6) 3 units 1 unit
Graduate/Credential - full-time (__8 or __9) half-time (__4 or __6)
 3 units 1 unit

OK to include College of Extended Learning units as part of above enrollment requirement

Additional Criteria:

SF State Scholarship/Award/Prize/Loan Agreement, Page 3 of 3

B. Selection Committee Composition: (donors may not be on the selection committee)

C. Amount of Award: amount varies \$ _____ (state specific amount)

Number of Awards: one varies other _____

Timetable for Award Distribution*: Fall Spring Academic year (Fall & Spring) Summer
 varies (Fall and/or Spring and/or Summer)

*Depts/offices are strongly encouraged to award scholarships/prizes/awards/loans before the beginning of a semester and to distribute the monies at the beginning of a semester to facilitate students' timely receipt of funds.

3. STATEMENT OF AGREEMENT

I, _____, as Project Director for the
(print name)

_____ and on behalf of the
(name of scholarship, award, prize or loan)

_____,
(name of College, Department, School or Office)

agree to submit the names and SF State student I.D. numbers of the scholarship/award/prize/loan recipients to the Office of Student Financial Aid. Although federal regulations require consideration of all resources in the determination of financial aid eligibility, I understand that every effort will be made by the Office of Student Financial Aid to minimize the impact on a recipient's financial aid. I am aware that the Office of Student Financial Aid recommends that I inform students of the required coordination of scholarships, awards, prizes or loans with financial aid.

I understand and will comply with the University scholarship/award/prize/loan check request and check disbursement procedures.

I agree to comply with University Scholarship policy as it applies to scholarship/award/prize/loan application and selection procedures.

Signature

Date

Print Name

Title

Reviewed by the Office of Student Financial Aid:

Signature

Date

Print Name

Title