

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

The Scholarship Agreement is a required SF State document. Complete and submit to the Office of Student Financial Aid in order to have the scholarship entered into AcademicWorks (AW) to begin the scholarship process. The "Scholarship Description" in AcademicWorks can ONLY be populated or updated by the Financial Aid office. Please do not make any changes without submitting this form or the scholarship agreement change form.

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

Account Location and Fund number:

- University Corporation, Fund # _____
- University Fiscal Affairs, Fund # _____

Does the scholarship/award/prize/loan have a related endowment? Yes No
SF State Foundation Endowment Fund # _____
Current Endowment Amount \$ _____ Year Endowment Established _____

Does the scholarship and/or endowment have a Gift Agreement? Yes No
Year Gift Agreement signed _____

Project Director _____ Extension _____
Title _____ College _____
E-Mail Address _____ Dept/Office _____

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

Academic Works Opportunity Administrator(s) who will be managing your College/Office/Dept. scholarships on-line (e.g., create questions, review group, etc). **You may assign more than one Opportunity Administrator. If a change needs to be made, complete the scholarship agreement change form.**

Name & SF State ID _____ Title _____
Extension _____ E-Mail Address _____

Name & SF State ID _____ Title _____
Extension _____ E-Mail Address _____

Note: The shaded information below will be made available to current and future SF State students via the SF State AcademicWorks scholarship web page. All Colleges/Offices/Depts. are required to use AcademicWorks to manage scholarships. AcademicWorks can be used to auto-match students to scholarships without students having to apply.

If your scholarship/fellowship/award/prize/loan **will not require students to submit any paperwork** and is selected solely on faculty nomination, audition, best paper or film for a class or an award given as a prize for a project, or used as a recruitment tool and do not want the scholarship searchable on the AcademicWorks web page, **check here** .

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Contact for student inquiries: (use College/office/dept. general contact information)

Contact Person/Department _____ Phone number _____

Contact Person's title _____

College/Office/Dept. _____

E-Mail Address _____ Campus Address _____

College/Office/Dept. web page promoting scholarship. If none, put N/A.

http:// _____

Intent of scholarship/award/prize/loan:

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

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

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

C. Application Availability and Return Procedures:

Apply on-line through SF State Academic Works, <https://sfsu.academicworks.com/>. Students complete general application, any supplemental questions, and submit on-line.

Application period: Start Date _____ End Date _____
Start Date _____ End Date _____

2. SELECTION PROCEDURES

A. Student Eligibility Criteria:

Major(s)/ Any Single (list) _____

Minor: Multiple (list all majors/minors as listed in CS)

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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: Current Enrolled SF State student: Continuing Newly Admitted
 Entering student
 Both can apply

Minimum Cumulative GPA: High School _____ Undergrad _____ Grad _____
OR SF State GPA: Undergrad GPA _____ Grad GPA _____ No minimum GPA required

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

Does scholarship require “Financial Need” as determined by the Free Application for Federal Student Aid (FAFSA)? (must be US Citizen or Permanent Resident) Yes No

Does scholarship require “Financial Need” as determined by the California Dream Act Application? (undocumented AB540 students) Yes No

If yes to either “Financial Need” questions above, must contact Financial Aid prior to selecting recipients to determine if applicants meet this requirement.

Minimum Enrollment requirement to receive award: **Undergraduate/2nd BA** - full-time (12) 9 units 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: (e.g., major GPA, community involvement, number of units completed, etc.)

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

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C. Amount of Award: amount varies \$ _____ (state specific amount)
 amount equivalent to tuition fees amount up to \$ _____

Number of Awards: one varies other _____

Timetable for Award Distribution*: Fall Spring Fall and/or Spring Summer
 Academic year award (award split half for Fall/Spr)
 varies (Fall and/or Spring and/or Summer)

*College/Office/Dept. are strongly encouraged to distribute the scholarship at the beginning of a semester to facilitate students' timely receipt of funds for the academic semester.

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