

**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)

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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~~ 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/2<sup>nd</sup> 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:

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

C. Amount of Award:  ~~A~~ amount varies  ~~A~~ \$ \_\_\_\_\_ (state specific amount)

Number of Awards:  ~~A~~ one  ~~A~~ varies  ~~A~~ other \_\_\_\_\_

Timetable for Award Distribution\*:  ~~A~~ Fall  ~~A~~ Spring  ~~A~~ Academic year (Fall & Spring)  ~~A~~ Summer  
 ~~A~~ 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