

Scholarships

Responsible Officer: Senior Associate Vice President for Student Enrollment Services

Sponsoring Department: Office of Financial Aid and Scholarships

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Errors or changes to: aim@uta.edu

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PROCEDURE OBJECTIVE

This procedure establishes the policies and procedures for the disbursement of scholarships at UT Arlington.

RATIONALE

To assure compliance with regulations of the Board of Regents, the Texas Higher Education Coordinating Board, and the federal government, the following policies and procedures are established.

SCOPE

Applies to all University departments that award University scholarships.

WEBSITE ADDRESS FOR THIS PROCEDURE

<http://www.uta.edu/policy/procedure/16-1>

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

UT System Administration Policies & Standards	Other Policies and Standards
Section 54.213 Texas Education Code, Scholarship Student Endowment Establishment and Management (Procedure 2-6)	

CONTACTS

If you have any questions about UT Arlington Fiscal Procedure 16-1, *Scholarships*, contact the following departments:

Subject	Office Name	Telephone Number	Email/URL
All topics in Procedure	Scholarship Office	(817) 272-2197	rachael.fournier@uta.edu http://www.uta.edu/scholarships
Website access	Administrative Information Management	(817) 272-0222	aim@uta.edu http://www.uta.edu/aim

DEFINITIONS

N/A

RESPONSIBILITIES

The Executive Director of the Office of Financial Aid, Scholarships, and Veteran Affairs, or his or her designee

- Coordinates all scholarship benefits

Scholarship Committee Chair

- Assures that all certifications on the Scholarship Disbursement Form are true and accurate

PROCEDURES

Section I. Coordination

The Executive Director of the Office of Financial Aid, Scholarships, and Veteran Affairs, or his or her designee, will be responsible for the coordination of all scholarship benefits.

All awards to or on behalf of a student must be processed through the Scholarship Office to be ultimately accounted for by the Financial Aid Office.

Section II. Scholarship Committee

- A. Each college, school, or other unit awarding scholarships must designate a Scholarship Committee Chair. The Committee Chair is responsible for assuring that all certifications on the Scholarship Disbursement Form are true and accurate.
- B. The signature of the Scholarship Chair will be kept on file in the Scholarship Office to be matched against the signature on the completed Scholarship Disbursement Form.

Section III. Request for Disbursement of Scholarship/Fellowship Award Form (Scholarship Disbursement Form)

- A. The completed Scholarship Disbursement Form authorizes payments of scholarship funds to students and must be turned in to the Scholarship Office (252 Davis Hall) for processing.
- B. The form must be signed by the Account Administrator
- C. The form must also be signed by the Scholarship Committee Chair before funds can be processed.

Section IV. Enrollment

- A. Enrollment for the period of the award is required to activate the funds.
- B. Scholarship Disbursement Forms can be processed by the Scholarship Office any time prior to the period of the award, anytime during the award term, and up to two weeks after the end of finals each term.
- C. Forms submitted after that date will be considered exceptions and must be accompanied by justification for the delay. They will be reviewed by the Executive Director on a case-by-case basis.
- D. Exceptions will not be approved for awards requested for any time period prior to the current fiscal year.

Section V. Disbursement

- A. Scholarship awards are disbursed once per term. Multiple disbursements or pro-rations in a single term may be perceived as an employer/employee relationship by the IRS

and may be referred by the Scholarship Office to the UT Arlington Payroll Office for payment.

- B. All funds are credited to the student account and applied first to any outstanding University charges. Residual funds will be returned to the student.

Section VI. Waiver of Nonresident Tuition for Recipients of Competitive Scholarships (Section 54.213 Texas Education Code)

- A. Scholarship recipients who are nonresidents of Texas or citizens of a country other than the United States of America may be eligible to pay the in-state tuition rate if the scholarship awarded meets all of the following conditions:
 1. The award must be at least \$1,000 for the period of time within the academic year covered by the scholarship, not to exceed 12 months.
 2. The award must be granted by an official UT Arlington Scholarship Committee or Committees.
 3. The award criteria must be published and available to the public in advance of any application deadlines.
 4. Both the award funds and the selection process must be under the control of the institution.
 5. The award is open to both residents and nonresident to apply and/or to be considered.
- B. The term of the award and accompanying tuition benefit is institutionally defined as a fall-spring-summer academic year. The tuition benefit for the year, or any portion of the year, then, terminates at the end of summer.
- C. Exceptions to late scholarship processing will not include the waiver of out-of-state tuition.
- D. The Scholarship Committee Chair is responsible for determining that all requirements for the waiver are met and for signing off to that effect on the Scholarship Disbursement Form.
- E. Appropriate records of scholarship competitions will be maintained by the recommending unit and available for review by UT Arlington's Office of Internal Audit.

FORMS AND TOOLS/ONLINE PROCESSES

- *Request for Disbursement of Scholarship/Fellowship Award* ([Form 21-1](#))

- *Scholarship Committee Chair* ([Form 21-2](#))

APPENDICES

N/A