

**MURRAY STATE UNIVERSITY FOUNDATION, INC.
POLICY**

SUBJECT: Scholarship Administration

DATE: October 2, 1998

PURPOSE

The Murray State University Foundation, Inc. (Foundation) administers a scholarship program for the benefit of Murray State University (University) and its students. The Foundation desires to cooperate in the effort with the University and the Murray State University Alumni Association to centralize the scholarship function at the University.

Scholarships are established in the Foundation through private gifts to the Foundation or to the University. Each Foundation scholarship operates in accordance with established guidelines. These guidelines are developed in cooperation with the donor(s) to specific scholarships; or, in the case of general scholarship dollars, in coordination with the specific units within the University to which the donations are restricted.

In order to ensure compliance with donor restrictions and to fulfill its fiduciary responsibility to these donors and to the students of the University, a scholarship committee will be maintained by the Foundation. The President of the Foundation will appoint the Foundation Scholarship Committee. The Director of University Scholarships will oversee the committee selections and report directly to the President of the Foundation.

The following procedures are adopted by the Foundation:

PROCEDURES

1. Award Amounts. By February 1 of each year, the President of the Foundation will appoint someone to prepare a list of all awards available along with the interest earnings and amounts available for award. The list will be delivered to the Director of University Scholarships. The President of the Foundation must approve any deviations from the amounts listed in writing.
2. Selection of Recipients. The committees established within the guidelines of each scholarship will be responsible for recommending the scholarship recipient(s). All recommendations must be made in accordance with the established guidelines. The Director of University Scholarships will contact each selection committee in January to schedule a meeting. The Director of University Scholarships will provide each committee with the following:
 - A. The current guidelines for the scholarship.
 - B. The amount available for the current year's award.

- C. Upon request, the Director of University Scholarships will provide record information of the prior year's recipient(s).
- D. A list, compiled from completed scholarship application forms, of eligible applicants.

The committee's selections from the applicant pool should be submitted to the Director of University Scholarships on a Notification of Proposed Scholarship Recipients Form (**Exhibit 1**). A memo or other written documentation may be substituted, provided that it is signed by a committee member and contains all of the information on the Proposed Scholarship Recipients Form.

The Foundation Scholarship Committee will be responsible for selection of recipients for scholarships without guidelines, scholarships for which the guidelines do not designate specific committee assignments, and for scholarships that specify this committee for selection. For each scholarship to be awarded by the Foundation Scholarship Committee, the Director of University Scholarships will be responsible for providing the four items listed above to the committee. If the scholarship is clearly for the benefit of students of a particular department or unit, the Foundation Scholarship Committee may delegate the selection of recipients to that departmental selection committee.

The Foundation Scholarship Committee will assist the University Scholarship Office with selection of recipients for all Foundation scholarships for which guidelines specify that the selection shall be made by the "Scholarship Office of MSU," "Scholarship Committee of MSU," or other similar wording.

- 3. Notification to Recipients. The Director of University Scholarships will evaluate the committee's recommendation(s) based on the student(s) total award package. The Director of University Scholarships will send an Award Letter (**Exhibit 2**) and Scholarship Agreement (**Exhibit 3**) to the eligible recipient(s).
- 4. Credit Sheet Routing. The Director of University Scholarships will prepare a credit sheet (**Exhibit 4**) for permanent folder. The Director will also prepare a credit sheet for the Student Financial Aid Office. At some point, the Student Financial Aid Office may request a disk with the same information to replace individual credit sheets. This information will be provided by April 1.

A disk will be prepared for the Bursar's Office for billing purposes.

If requested, a disk will also be prepared for the Foundation.

- 5. Late Awards. In the case of late awards, (after the disks have been prepared), the Director of University Scholarships will prepare individual credit sheets for the Student Financial Aid Office, Bursar's Office, and the Foundation.

6. Payment Request Forms. A limited number of situations will require that a scholarship award be made in the form of a check issued to a student. In most cases, these are scholarships for students attending other universities. These checks will be made payable to the student and his/her attending institution. If a check is to be made payable to a student attending the University, the Foundation Accounting Specialist will obtain approval from the Student Financial Aid Office and the Bursar's Office before releasing the check. A copy of all scholarship Payment Request forms will be forwarded to the Director of University Scholarships by the Foundation Accounting Specialist. Scholarship Payment Request forms will be signed by the President of the Foundation and by the Director of University Scholarships.
7. Monitoring Continuing Eligibility. The Director of University Scholarships will be responsible for performing grade and other audits of each student's status to ensure that the student continues to meet the eligibility requirements of the individual scholarship guidelines. The Director of University Scholarships will notify the student, the Student Financial Aid Office, Bursar's Office and the Foundation, in writing, of any changes in a student's status so that the award amount can be adjusted.
8. Changes in Enrollment Status. If a student's enrollment status changes, causing a reduction in the student's tuition charges, then the Bursar's Office will notify the Director of University Scholarships to determine if the Foundation scholarship should be reduced or eliminated. If an award amount changes, the Director of University Scholarships will notify the Student Financial Aid Office, the Foundation Executive Assistant, and the Bursar's Office by preparing a revised credit sheet or disk.

The Bursar's Office will provide the Director of University Scholarships, the Student Financial Aid Office, and the Foundation Executive Assistant with a list of those eligible scholarship recipients who did not enroll for the semester.
9. Follow-up. If, for any reason, a scholarship cannot be awarded to the student(s) or alternates submitted by a committee on a Notification of Proposed Scholarship Recipients Form, the committee will be contacted by the Director of University Scholarships. A new Notification of Proposed Scholarship Recipients Form should be completed by a committee member, providing the Director of University Scholarships with additional recommendations.
10. Clearance with Student Financial Aid After August 1 Cutoff. The Director of University Scholarships must notify the Student Financial Aid Office to determine a student's eligibility for all awards to be made after August 1st. Approval, in these cases, must be obtained from the Student Financial Aid Office before a student is notified of a potential award.

**MURRAY STATE UNIVERSITY FOUNDATION
NOTIFICATION OF PROPOSED SCHOLARSHIP RECIPIENTS**

The following student(s) should be awarded the _____
for the 2000-2001 school year.

Name	_____	Name	_____
Address	_____	Address	_____
SS#	_____	SS#	_____
Amount	_____	Amount	_____
Semester(s)	_____	Semester(s)	_____
Name	_____	Name	_____
Address	_____	Address	_____
SS#	_____	SS#	_____
Amount	_____	Amount	_____
Semester(s)	_____	Semester(s)	_____
Name	_____	Name	_____
Address	_____	Address	_____
SS#	_____	SS#	_____
Amount	_____	Amount	_____
Semester(s)	_____	Semester(s)	_____

By my signature below, I certify that the selection of the recipient(s) was made in accordance with the guidelines for the operation of this fund.

_____	_____
Committee Representative	Date
Account# _____	Subcode _____
Estimated amount available at 06/30/00	\$ _____
Approximate annual earnings	\$ _____
Recommended award for 2000-2001	\$ _____
Minimum award amount per guidelines	\$ _____

Murray State University

OFFICE OF UNIVERSITY SCHOLARSHIPS
ORDWAY HALL
PO BOX 9
MURRAY KY 42071-0009
TELEPHONE (502) 762-3225
NATIONWIDE TOLL-FREE 1800-272-4MSU EXT. 4

Tuesday, January 11, 2000

Dear

Congratulations on the receipt of the scholarship package which the Scholarship Committees of Murray State University have selected for you. I extend my sincere congratulations for your selection as an outstanding scholar.

The amounts indicated will be deducted from the fees you normally pay at the beginning of each semester and will appear as credit toward direct educational expenses on your registration billing. If you are awarded additional aid from private sources outside the university or from other state or federal sources, this aid will be applied to the balance remaining. The total of all aid, however, cannot exceed the total cost of attending Murray State as calculated by the Financial Aid Office.

You must be admitted for unconditional admission to Murray State University before your scholarship is applied to your account. One copy of the enclosed forms must be returned for acceptance of this scholarship package. We should have the signed form within two weeks. If additional time is needed, please contact the University Scholarship Office.

Murray State offers scholarship awards each year. You must re-apply each year to be considered for scholarships. Applications are available in the University Scholarship Office located in Ordway Hall.

Your Total Scholarship Package Includes:

Honor Scholarship

The Honor Scholarship is presented to you for your numerous achievements in your high school, Church, and community. It is a one year award.

Scholarship Amount: \$550.00

Best wishes for a successful year at Murray State.

Sincerely,

Total Scholarship Package	\$550.00
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Carmen Garland
Director, University Scholarships
Enclosures

MURRAY STATE SCHOLARSHIP AGREEMENT

Scholarship awards may be used only during regular academic semesters, excluding summer terms.

Four year awards are in effect for eight semesters or until baccalaureate degree requirements are met, whichever occurs first.

Students must be full-time status (12 semester hours undergraduate; 9 semester hours graduate) during all award periods.

Only direct expenses (tuition, room, meal plan) may be used with general fund awards. Fees for CLEP exam credit, challenge exam credit, and correspondence courses cannot be covered by scholarship. Certain Alumni or Foundation awards can cover books. Cash refunds may be given in certain situations only when direct expenses have been fully paid.

Students receiving awards requiring specific grades or service hours as indicated in their award letter will be reviewed during the Spring semester each year. Any student failing to comply with the requirements of their award will receive notification of non-renewal. Certain conditions of any possible renewal will be indicated at that time.

A student can be awarded total financial assistance from combined university/federal funds only up to the value of full tuition (no fees), a semi-private residence hall room, and a meal plan. Outside dollar awards and/or additional financial aid combined with scholarship awards must be within the estimated expense budget determined by the Financial Aid Office. Scholarship dollars may be reduced in those specific cases at appropriate times.

IMPORTANT You must notify MSU Bursar's Office, Sparks Hall of all outside awards prior to each registration. Failure to do so will delay your class registration/fee payment process.

The University retains the right to adjust individual scholarship awards to effectively utilize federal and University dollars.

I HAVE READ THE ABOVE CONDITIONS AND

I DO ACCEPT THIS AWARD (signature)

I DO NOT ACCEPT THIS AWARD (signature)

Name of Scholarship(s): _____

PLEASE PRINT FULL NAME

SOCIAL SECURITY NUMBER

Please sign and return this agreement within two weeks. If we do not receive it within that time, we will assume you do not wish to accept the award(s), and the offer will be considered void. The offer will then be made to an alternate. If you have any questions, please contact the University Scholarship Office (local) 762-3225 or toll-free 1-800-272-4678 ext. 4.

Please return signed agreement to: University Scholarship Office, P O Box 9 Ordway Hall, Murray, KY 42071-0009.

Bursar's Office

Office Of University Scholarships Scholarship Credit Sheet

1999-2000

Name: .

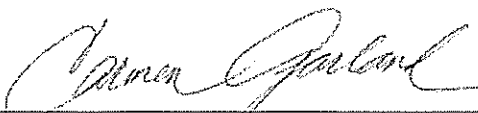
SS#:

Hold	Refused	Sub Code	Name of Scholarship	Fall Amount	Spring Amount	Total Amount
<input type="checkbox"/>	<input type="checkbox"/>	7176	Honor Scholarship	\$0.00	\$550.00	\$550.00

Package Total: \$550.00

Date:

Tuesday, January 11, 2000



Director Of University Scholarships

Revision: _____