

## Procedures for Foundation Scholarships

**What is this?** A new procedure and form for requesting payment of scholarships paid by a college's, school's, or department's ISU Foundation Accounts. A new *Foundation Scholarship Reporting Form* replaces the ISU Foundation Invoice Voucher for payment of most student scholarships.

**Please note:** this form is only to be used when you wish to use your Foundation Accounts to pay for student scholarships. If you are utilizing your Foundation Account(s) for other purposes, i.e. Program Support, Office Expenses, etc, please continue to use the regular ISU Foundation Invoice Voucher and send it directly to the Foundation Office via campus mail.

**Who should follow this process/use this form?** Staff in charge of processing the department's Foundation Scholarships

**When is this change effective?** The new process was effective with the **2008-2009** academic year.

**Where can I get this new form?** You can download this form from the Scholarship Resource Office website at <http://www.financialaid.ilstu.edu/scholarships/department/> .

**Why the change?** We are working to assist departments in requesting payment for your ISU Foundation Scholarships and to speed up the delivery of the aid to the students while preventing conflicts with other financial aid. Departments will know in mid-March how much money they can spend on student scholarships from their Foundation Accounts for the next fiscal year. We encourage departments to *select* scholarship recipients in the Spring, for awards to be paid out in the upcoming Fall term. This will assist in recruiting and retaining students as well as avoiding financial aid repayments.

**How does the process work?** Complete the necessary information on the Reporting Form, send it as an Excel document in an email attachment to [scholarships@ilstu.edu](mailto:scholarships@ilstu.edu), then mail the "signed" hard copy via campus mail to the Scholarship Resource Office, CB 2320. We will take care of the rest. We will be able to identify any conflicts with other financial aid early, credit the scholarship to the student's account, and request the payment from the Foundation on your behalf.

**What if the administrative agreement signed by the donor specifies a graduating senior or is otherwise incompatible with awarding in the next fiscal year?** Send a list of possible recipients of the award to the Scholarship Resource Office (SRO). The SRO will identify which students still have room left in their cost of attendance. Select the student you wish to receive the award and complete the Foundation Scholarship Reporting Form.

**What should we do at our Awards Ceremony where we used to distribute checks?** We can supply you with a certificate template that can be personalized and used in place of a check or you can design your own award recognition. For Administrative Agreements established before Fall 2008 which requires you to physically hand a check to the student, **of which there are only a handful**, an exception may be made that you would use the old voucher process through the Foundation Office. Administrative Agreements established after 2008 will be written with this new process in mind.

## **Foundation Scholarship Reporting Form Procedures**

- 1) Go to the Scholarship Resource Office website [www.financialaid.ilstu.edu/scholarships](http://www.financialaid.ilstu.edu/scholarships) to download the reporting form.
  
- 2) Data enter the required information into the form using Microsoft Excel

Review the sample document for more assistance. See the 2nd example on the sample spreadsheet – the Ferne Hindshaw Hardt account is being used to assist in covering a portion of the Theresa Madigan scholarship.

- 3) Once the form is completed:
  - a. Print the document and have the Fiscal Agent sign & date the form
  - b. Mail the signed document to the Scholarship Resource Office, Campus Box 2320
  - c. Email the completed Excel document as an “Attachment” to the Scholarship Resource Office
  - d. Please use the format below when sending the document electronically

**To:** [scholarships@ilstu.edu](mailto:scholarships@ilstu.edu)

**Subject:** Foundation Scholarship Reporting Form – (Department Name)

**Please Note:** You can put multiple students & multiple accounts on the form and have multiple pages.

Once a department has selected a student for a scholarship you can complete and submit the forms. Once the forms are processed by the Scholarship Resource Office, we will *credit* the student’s account immediately. If a refund is to be generated to the student, it will be sent to the student once the payment is received by the Student Accounts Office from the Foundation Office.

If recipients are selected early enough, we can add their potential award to their financial aid award letters which are sent out in April (for incoming freshman) and in May (for continuing students). Departments will still retain the ability to withdraw a scholarship at any time if the student does not meet your criteria: does not enroll, low GPA, changes majors, does not complete required course/activities, etc.

**If you have any questions you can contact the Scholarship Resource Office staff:**

Jennifer Fissel, Scholarship Coordinator, 438-2741, [jmfisse@ilstu.edu](mailto:jmfisse@ilstu.edu)  
Kathy Gee, 438-2745, [ksgee@ilstu.edu](mailto:ksgee@ilstu.edu)  
214 Fell Hall

## **Reporting Form Fields**

### **1 Department / College Name**

Please type in your department name as well as your college name in this cell

### **2 Fiscal Year**

Please enter the academic year for which the scholarship will be awarded;  
i.e. FY10 = 2009-2010

### **3 Dept #**

Enter the 3-digit code identifying the University department

### **4 Foundation Account #**

Enter only the 4-digit code identifying the ISU Foundation Account

### **5 Account Name**

Enter the Foundation Account name (Used for billing purposes for the Foundation Office)

### **6 Scholarship Name**

Enter the name of the scholarship for which the account is being used (if different from account name). Some departments use various accounts to cover one scholarship. This field allows you to distinguish which award is being funded. (This information will be used for billing purposes with Student Accounts)

See the 2nd example on the Sample spreadsheet – the Ferne Hindshaw Hardt account is being used to assist in covering a portion of the Theresa Madigan scholarship.

### **7 Student Name**

Recipient(s) name

### **8 UID #**

9-digit University Identification number, always begins with the number 8

### **9 Semester Given**

Semester for which the scholarship is to be credited to the student's account - enter the following 3-digit number; i.e. for FY10, academic year 2009-2010

Fall semester = i.e. 094

Spring semester = i.e. 101

Summer semester = i.e. 102

### **10 Award Amount**

Total dollar amount to be awarded to the respective student for that semester

### **11 Prepared by**

### **Date**

Please enter the name of the person completing the form (i.e. office secretary; professor, etc) and enter the date the form was completed

### **12 Fiscal Agent Name**

### **Date**

Please type in the Fiscal Agent's name and then have them sign and date the form. This will serve as verification that this process was approved by the fiscal agent.