Summary of Rawls College of Business Scholarship Process

1. **Complete form A.** Send the completed form to the Director of Internal Operations by February 1st or at least 6 months before the start of the semester for which funding is being requested.

2. The Dean, together with the Senior Associate Dean and the Director of Internal Operations, will review funding alternatives and will return to the scholarship committee(s) an approval and a listing of scholarship funds and amounts which committees are to use for scholarship awards.

3. Go to [http://faculty-staff.ba.ttu.edu/](http://faculty-staff.ba.ttu.edu/) to access the database of scholarship criteria. Awards cannot be made to students who do not meet the criteria specified by donors. If you do not have access to the database, please send an email to BACS and ask for access.

4. **Complete form B** and deliver to the Director of Internal Operations by March 1st. For graduate students starting in the spring, or applying for summer scholarships, or starting at any other odd time during the year, the form B is due to the Director of Internal Operations at least 30 days prior to the start of the semester for which the student is being awarded. *If multi-year funding is promised to any student(s), the scholarship committee is responsible for accounting for the multi-year dollars on form B as well as any new awards. Multi-year amounts will be counted as part of the total funding that was provided to the scholarship committees in step 2 above.*

5. Send award letters to recipients. **Award letters can only be signed by the Rawls College of Business Dean or Senior Associate Dean.** Award letters signed by anyone other than the Dean or Senior Associate Dean will not be honored, and the party (ies) who gave the unauthorized signature(s) will be held responsible for the financial commitment. Award letters should provide information to students about the amount of the award, the period of the award, and the specific requirements of maintaining the award (e.g. minimum GPA required and enrollment hours and any other criteria).

6. **Collect thank you letters.** Thank you letters to scholarship donors are required before scholarships can be posted to students’ accounts.

7. Monitor your awardees each semester to be sure scholarship eligibility is being maintained.

*Start this process again, beginning with STEP 1, the next time your committee begins its award process.*