Policy and Procedure

1. Rawls College of Business scholarships are awarded to its most deserving students within the confines of funds availability, while observing the donor restrictions of the various scholarships held within the college. The college will award the most deserving students with consideration given for incentivizing recruitment, merit, financial need and donor restrictions. The college will adhere to the following TTU Operating Policies and Coordinating Board Rules regarding scholarships.

   TTU OP 30.20 Centralized Scholarship Office
   TTU OP 62.17 Payment of Scholarships, Fellowship Grants, and Awards
   TTU OP 10.11 Ethics Policy

   Coordinating Board Rules Chapter 21, Subchapter B, §21.26(b) (4)

2. **Conflict of Interest:** Rawls College of Business employees may themselves be enrolled in the college or may have dependents or relatives enrolled in the college and who are eligible for scholarships. Any such employee must recuse themselves to avoid potential conflict of interest, nepotism, bias, or prejudice in the awarding of scholarships. Committee members both at the college and department levels, who are related in any way to a student applying for a scholarship, will not be allowed to participate in the award process. The College reminds all faculty and staff of the Ethics Policy for Texas Tech Employees OP 10.11. Please pay close attention to sections 3 and 4 covering Principals of Ethical Behavior and Conflict of Interest.

3. **Scholarship Committee:** Each academic area will establish a scholarship committee composed of a minimum of three (3) faculty members to determine who will receive scholarships from the funds held by the college. Each academic area must keep track of their area’s financial reports. Each committee will choose an evaluation/ranking system of the scholarship applicants. All acceptable documentation must be provided at time of submission in order to avoid delays. This will help ensure all applicants are ranked and matched to scholarship criteria established by the donors and that the scholarships are awarded on a competitive basis. The Scholarship committee involvement is expected in the award process to properly assess the criteria to be used to award the scholarships, oversee the rankings of the students, and determine the final awards. No awards should be made outside the competitive award process, and all should be made in an equitable manner. A list of committee members for the college and each academic area (Form A) is required at the beginning of each scholarship award cycle when their award list is turned in (Form B – Request for Scholarship Awards).

4. **Review and Approval:** All scholarships are to be reviewed and approved by the Rawls Scholarship Office to ensure that appropriate criteria has been established to award the scholarships and that all students who meet the criteria may potentially be awarded these scholarships. Forms A and B (as mentioned above) must be submitted when awarding any scholarship. **Note:** If multi-year funding is promised to any student, it is the responsibility of the awarding committee to enter the recipient’s information on “Form B – Request for Scholarship Award” each year. The awarding committee is also responsible for projecting funds available for multi-year funding.
5. **Award Notification:** ALL recipients must be sent an official award letter via email and/or postal service for official acceptance of their award. Award letters must 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). Recipients must then sign and return the original award letter along with their thank you letter to the donor. See “Sample Award Letter” and “Thank you Letter Guidelines”.

6. **Thank you Letter to Donor:** All award recipients are required to write a thank you letter to the donor of their scholarship before their scholarship award can be posted to their account. No exceptions! (See “Thank you Letter Guidelines”) **IMPORTANT:** Scholarship recipients who do not submit their donor thank you letter by the deadline provided to them will have their scholarship revoked immediately.

7. **Cancellation of Awards:** Scholarship awards may be cancelled only by the awarding department and/or the Rawls Scholarship office prior to the 20th class day of the semester. To cancel an award, the committee chair must complete “Form C-Cancellation of Award”, to Susan Harkey in the Rawls Scholarship Office prior to the 20th class day.

8. **Normal Award Periods:** The scholarship application cycle begins on-line September 1st each year for the following academic year (Fall and Spring). Deadline for students to submit the on-line application ends February 1st each year. To allow for timely scholarship processing, area scholarship committees, must submit Forms A and B for approval and entry into the Scholarship Tracking System by May 1st each year to Susan Harkey in the Rawls Scholarship Office. **IMPORTANT:** Awards for the Fall and Spring semester must be submitted at the same time and not each semester.

9. **Waiver of nonresident Tuition:** The Rawls College of business awards a number of scholarships each year to undergraduate and graduate students. Scholarships are awarded to international students and non-Texas residents, and as a result, out-of-state tuition is often waived. These scholarships are critical for attracting students to TTU and are an important part of the recruitment effort for some departments. However, we must ensure the awards are in compliance with the following rules as designated by the Texas Coordinating Board of Higher Education in regards to granting scholarships of more than $1,000 to nonresident students.

**Coordinating Board Rules Chapter 21, Subchapter B§ 21.26(b)(4)**

Nonresidents (including citizens and permanent residents of the U.S. and all foreign students) who receive eligible competitive scholarships from their institutions totaling at least $1,000 may be granted a waiver of nonresident tuition for the period of time covered by the scholarship, not to exceed 12 months.

To be eligible as the basis of a waiver, the scholarship(s) must meet the following criteria:

1. Be granted by a scholarship committee authorized in writing by the institution's administration to grant scholarships that hold the waiver option;
2. Be granted in keeping with criteria published in the institution's catalog, available to the public in advance of any application deadline;
3. Be granted under circumstances that cause both the funds and the selection process to be under the control of the institution; and
4. Be open to both resident and nonresident students

If a scholarship of $1,000 or more is awarded to a nonresident student and the above rules are not satisfied, the scholarship committee will notify financial aid that a tuition waiver should not be granted for the student.