

## **SCHOLARSHIP POLICY AND PROCEDURE COLLEGE OF BUSINESS**

Scholarships in the College of Business are awarded by:

1. Departments/School to students with a specific major
2. CoB Scholarship Committee for general (non-discipline specific) scholarships
3. The Assistant Dean for Undergraduate Programs for Freshmen scholarships
4. The Associate Dean for Graduate Programs for graduate scholarships

In early spring (February) the Dean receives a list of the College of Business' scholarships available through the Foundation along with the distribution amount allocated for the upcoming year. The Dean forwards this document to the Director of Development and the appropriate administrators for them to begin the scholarship selection process. This Policy and Procedure also applies to any Departmental scholarships not on the Foundation list.

To minimize the potential of *inadvertently* awarding multiple awards to the same person, the general awards made by the CoB Scholarship Committee will be provided to the departments/school *prior* to their scholarships being awarded.

The specific dates for the process will depend upon when the notice is given by the University Foundation. Specific dates will be provided in the initial communication but it is expected that the approximate time frame would be as follows:

- January-March 1<sup>st</sup> - Scholarship availability publicized and applications distributed by departments and student services office
- Mid February- Scholarship information provided by the Foundation and copied to the departments
- March 8<sup>st</sup>- All applications due in departments and Assistant Dean's office
- March 22<sup>th</sup>- College (general) awards due in Assistant Dean's Office. Information on awards is provided to departments
- April 5<sup>th</sup>-Departmental and First Year awards due in Assistant Dean's office
- April 15<sup>th</sup>-all recipients notified
- May 1<sup>st</sup>-Donors notified and thanked

## Notifications

The Director of Development has the responsibility to steward *all* gifts and donors. Consequently, all internal processes as well as all communication to the *donors* regarding scholarships will come from or under the direction of the Director (or a representative appointed by the Dean). With mutual agreement, communications may be jointly developed and signed by the department head or administrator *and* the Director of Development, but in all cases, the Director of Development must be involved in the communication with donors. Notification of the *recipients* concerning the award and letters of regret to applicants not awarded a scholarship will be made by the appropriate administrative office with a copy to the Development office.

If no one meets the scholarship criteria, the awarding unit (e.g. department/school, graduate programs, etc.) must notify the Director of Development. It is the Director's responsibility to either approve a change in the criteria and/or contact the donor about the criteria. Only the Director (with concurrence of the Dean) may approve an award that does not meet the scholarship criteria. It is our intent that all scholarships will be given each year.

Departmental scholarship recipients will prepare a "thank you" letter which is reviewed by the department head before it is sent. Copies of the letters are provided to the Development office.

All other scholarship recipients who are on campus are expected to participate in a "Thank-a thon" hosted by Assistant Dean for Undergraduate Programs and Director of Development in order to write an appropriate thank you to the donor. This is typically conducted in May.

In July, the Departments or the Dean's office, as appropriate, will process a check request asking the Foundation to transfer funds from the appropriate scholarship accounts to the University to support the scholarship awards. Simultaneously, the required student aid forms are sent to the Financial Aid office notifying them of the student awards.



COLLEGE OF BUSINESS  
Louisiana Tech University

New Student 2013 Scholarship Application

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street and Number City State ZIP

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Proposed Major (Circle One)	ACCT	BUAD	CIS	ECON	FIN	HR	MGMT	MKTG	SSCM
High School _____									
High School GPA _____					Graduation Date _____				
Rank in Class _____ out of _____									
ACT/SAT Score		Composite _____			Math _____		English _____		

On a separate sheet of paper, please list the following:

- clubs and organizations in which you participated during high school
- other extra-curricular activities in which you were involved
- leadership positions you have held
- work experience you have gained

What scholarships or financial aid assistance do you anticipate receiving? Please check all that apply.

<input type="checkbox"/> College Work Study	<input type="checkbox"/> None
<input type="checkbox"/> Guaranteed Bank Loan	
<input type="checkbox"/> National Direct Loan	
<input type="checkbox"/> Pell Grant	
<input type="checkbox"/> TOPS	
<input type="checkbox"/> Other (Please specify) _____	

Are you working? YES NO Where? \_\_\_\_\_ How many hours/week? \_\_\_\_\_

I understand that complete and accurate information is necessary to be considered eligible for a College of Business scholarship.

\_\_\_\_\_  
Signature Date

Please return the application and a copy of your high school transcript to Student Services - College of Business by Friday, March 8, 2013.



COLLEGE OF BUSINESS  
Louisiana Tech University

Returning Student 2013 Scholarship Application

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street and Number City State ZIP

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Major (Circle One)	ACCT	BUAD	CIS	ECON	FIN	HR	MGMT	MKTG	SSCM
Classification (Circle One)	FR	SO	JR	SR	5+	GRAD			
Are you an NCAA Varsity athlete? (Circle one)				YES	NO				
Total Hours Completed _____		LA Tech Hours Completed _____		COB Hours Completed _____					
Cumulative GPA _____		LA Tech GPA _____		COB GPA _____					
Anticipated Undergraduate Graduation Date _____									

On a separate sheet of paper, please list the following:

- clubs and organizations in which you participate
- other extra-curricular activities in which you are involved
- leadership positions you are holding or have held in the past
- work experience

What scholarships or financial aid assistance do you currently receive? Please check all that apply.

College Work Study
  None  
 Guaranteed Bank Loan  
 National Direct Loan  
 Pell Grant  
 TOPS  
 Other (Please specify) \_\_\_\_\_

Are you working? YES NO Where? \_\_\_\_\_ How many hours/week? \_\_\_\_\_

I understand that complete and accurate information is necessary to be considered eligible for a College of Business scholarship.

\_\_\_\_\_  
Signature Date

**Please return the application to Room 102A in the College of Business by Friday, March 8, 2013.**