



ASUN Operating Procedure – 4016

Operating Procedure Synopsis

Title: Student Financial Aid-Scholarships

Approval Date/Revision Date(s):

Review Date(s): 3/2018, 12/2019, 1/2021, 2/2022

Executive Cabinet Liaison: Vice Chancellor for Student Affairs

Responsible Manager: Vice Chancellor for Student Affairs

A. Purpose and Scope

This procedure outlines the process for receiving, awarding, publicizing, and following-up on state, private, foundation, and miscellaneous scholarships. Individuals involved in fulfilling the requirements of this operating procedure include the Administrative Assistant for the Vice Chancellor for Student Affairs, Vice Chancellor for Student Affairs, Student Affairs Deans, staff, advisors, and students.

B. Definitions

ASU-Newport Institutional Scholarship

State Scholarship

Northeast Arkansas Higher Education Charitable Foundation Scholarship

ASU Foundation Scholarship

Miscellaneous Scholarship

C. Procedures

ASU-Newport Institutional Scholarships

All students receiving an institutional scholarship will be required to complete the Free Application for Federal Student Aid for the current academic year.

Awarding

The Arkansas State University-Newport Financial Aid Office receives notification of funds available for institutional scholarships from the ASU-Newport Scholarship Committee.

- The ASU-Newport Scholarship Committee provides a current list of scholarships available.
- The ASU-Newport Financial Aid Office ensures the Financial Aid webpage and communications reflects the current scholarships available.
- Students submit completed applications to the ASU-Newport Financial Aid Office.
- The ASU-Newport Financial Aid Office determines eligibility of applicants and awards are based upon the availability of funds.
- The ASU-Newport Financial Aid Office will notify the ASU-Newport Scholarship Committee of the selected recipients and award amounts.

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

- The ASU-Newport Financial Aid Office will add the scholarships to the selected students' financial aid award packages.
- An award notice will be sent to the student's ASU-Newport email directing them to the student portal to view their financial aid package.
- Students will be encouraged to sign a release of information form. This will allow ASU-Newport to share the acceptance of the awards with various media outlets.

Renewal

The Arkansas State University-Newport Financial Aid Office will check each term to ensure students have met the renewal requirements (if applicable).

- If the student has met the renewal requirements, the institutional scholarship will remain on their financial aid award package.
- If the student has not met the renewal requirements, the ASU-Newport Financial Aid staff will remove the institutional scholarship from their financial aid award package.
- An award notice will be sent to the student's ASU-Newport email directing them to the student portal to view their financial aid package.
- Students in their last semester at ASU-Newport will be allowed to receive their Institutional Scholarship at a pro-rated amount if enrolled less than full time. Pro-rated scholarship amounts will be determined as follows:
 - Scholarships that require 15 credit hours:
 - 15 or more credit hours = full award amount
 - 9-14 credit hours = $\frac{3}{4}$ of the award amount
 - 6-8 credit hours = $\frac{1}{2}$ of the award amount
 - 1-5 credit hours = $\frac{1}{4}$ of the award amount
 - Scholarships that require 12 credit hours:
 - 12 or more credit hours = full award amount
 - 9-11 credit hours = $\frac{3}{4}$ of the award amount
 - 6-8 credit hours = $\frac{1}{2}$ of the award amount
 - 1-5 credit hours = $\frac{1}{4}$ of the award amount

Publicity

The Arkansas State University-Newport Financial Aid Office will send the names of students receiving an institutional scholarship to the Director of Marketing and Communications to be shared with the public via various forms of media.

Follow-up

The Arkansas State University-Newport Financial Aid Office will report the names of the students who have continued eligibility for the institutional scholarship to the ASU-Newport Scholarship Committee.

State Scholarships

All students receiving a state scholarship will be required to complete the Free Application for Federal Student Aid for the current academic year.

Awarding

The Arkansas State University-Newport Financial Aid Office receives notification of funds available for state scholarships.

- If the state provides a list of students that will receive the award, the ASU-Newport Financial Aid staff will add the state scholarships to the students' financial aid package.
- An award notice will be sent to the student's ASU-Newport email directing them to the student portal to view their financial aid package.
- Students will be encouraged to sign a release of information form. This will allow ASU-Newport to share the acceptance of the awards with various media outlets.

Renewal

The Arkansas State University-Newport Financial Aid Office will check each term to ensure students have met the renewal requirements (if applicable).

- If the student has met the renewal requirements, the state scholarship will remain on their financial aid award package.
- If the student has not met the renewal requirements, the ASU-Newport Financial Aid staff will remove the state scholarship from their financial aid award package.
- An award notice will be sent to the student's ASU-Newport email directing them to the student portal to view their financial aid package.

Publicity

The Arkansas State University-Newport Financial Aid Office will send the names of students receiving a state scholarship to the Director of Marketing and Communications to be shared with the public.

Follow-up

The Arkansas State University-Newport Financial Aid Office will report the names of the students who have continued eligibility for the state scholarship to the state office responsible for administering the funds.

Northeast Arkansas Higher Education Charitable Foundation Scholarships

All students receiving a NEAHECF scholarship will be required to complete the Free Application for Federal Student Aid for the current academic year.

Awarding

The Arkansas State University-Newport Financial Aid Office receives notification of the available NEAHECF scholarships from the Northeast Arkansas Charitable Foundation.

- The ASU-Newport Financial Aid Office ensures the Financial Aid webpage and communications reflects the current scholarships available.
- Students submit completed applications to the Northeast Arkansas Charitable Foundations.
- The Northeast Arkansas Charitable Foundation will select recipients for the scholarships.
- The Northeast Arkansas Charitable Foundation will notify the ASU-Newport Financial Aid Office of the selected recipients and award amounts.
- The ASU-Newport Financial Aid Office will add the NEAHECF scholarships to the selected students' financial aid award packages.
- An award notice will be sent to the student's ASU-Newport email directing them to the student portal to view their financial aid package.
- Students will be encouraged to sign a release of information form. This will allow ASU-Newport to share the acceptance of the awards with various media outlets.

Renewal

The Arkansas State University-Newport Financial Aid Office will check each term to ensure students have met the renewal requirements (if applicable).

- If the student has met the renewal requirements, the NEAHECF scholarship will remain on their financial aid award package.
- If the student has not met the renewal requirements, the ASU-Newport Financial Aid staff will remove the NEAHECF scholarship from their financial aid award package.
- An award notice will be sent to the student's ASU-Newport email directing them to the student portal to view their financial aid package.

Publicity

The Arkansas State University-Newport Financial Aid Office will send the names of students receiving a NEAHECF scholarship to the Director of Marketing and Communications to be shared with the public via various forms of media.

Follow-up

The Arkansas State University-Newport Financial Aid Office will report the names of the students who have continued eligibility for the NEAHECF scholarship to the Northeast Arkansas Charitable Foundation.

Arkansas State University Foundation Scholarships

All students receiving an ASU- Foundation scholarship will be required to complete the Free Application for Federal Student Aid for the current academic year.

Awarding

The Arkansas State University-Newport Financial Aid Office receives notification of funds available for private scholarships from the ASU Foundation.

- The ASU Foundation provides a current list of scholarships available.
- The ASU-Newport Financial Aid Office ensures the Financial Aid webpage and communications reflects the current scholarships available.
- Students submit completed applications to the ASU Foundation.
- The ASU-Newport Scholarship committee will select recipients for the scholarships.
- The ASU-Newport Scholarship committee will notify the ASU-Newport Financial Aid Office of the selected recipients and award amounts.
- The ASU-Newport Financial Aid Office will add the scholarships to the selected students' financial aid award packages.
- An award notice will be sent to the student's ASU-Newport email directing them to the student portal to view their financial aid package.
- Students will be encouraged to sign a release of information form. This will allow ASU-Newport to share the acceptance of the awards with various media outlets.

Renewal

The Arkansas State University-Newport Financial Aid Office will check each term to ensure students have met the renewal requirements (if applicable).

- If the student has met the renewal requirements, the foundation scholarship will remain on their financial aid award package.
- If the student has not met the renewal requirements, the ASU-Newport Financial Aid staff will remove the foundation scholarship from their financial aid award package.
- An award notice will be sent to the student's ASU-Newport email directing them to the student portal to view their financial aid package.

Publicity

The Arkansas State University-Newport Financial Aid Office will send the names of students receiving a private scholarship to the Director of Marketing and Communications to be shared with the public via various forms of media.

Follow-up

The Arkansas State University-Newport Financial Aid Office will report the names of the students who have continued eligibility for the foundation scholarship to the ASU-Newport Scholarship Committee and the ASU Foundation.

Miscellaneous Foundation Scholarships

All students receiving a Miscellaneous scholarship will be required to complete the Free Application for Federal Student Aid for the current academic year.

Awarding

The Arkansas State University-Newport Financial Aid Office will compile miscellaneous scholarships available.

- The ASU-Newport Financial Aid Office provides a current list of scholarships available.
- The ASU-Newport Financial Aid Office ensures the Financial Aid webpage and communications reflects the current scholarships available.
- Students submit completed applications to the ASUN Office of Financial Aid.
- The ASU-Newport Scholarship committee will select recipients for the scholarships.
- The ASU-Newport Scholarship committee will notify the ASU-Newport Financial Aid Office of the selected recipients and award amounts.
- The ASU-Newport Financial Aid Office will add the scholarships to the selected students' financial aid award packages.
- An award notice will be sent to the student's ASU-Newport email directing them to the student portal to view their financial aid package.
- Students will be encouraged to sign a release of information form. This will allow ASU-Newport to share the acceptance of the awards with various media outlets.

Processing

- The ASUN Advancement Officer notifies the Office of Financial Aid of the award and amount.
- The Office of Financial Aid awards the scholarship and lets the ASUN Payroll Analyst know the amount that was awarded and for which ASU Foundation scholarship.
- The ASUN Payroll Analyst creates an invoice and sends to the ASUN Director of Budgets and Grants.
- ASUN Director of Budgets and Grants bills the ASUN Foundation for the amount of the scholarship(s)
- ASUN receives the check from the ASUN Foundation, and ASUN Payroll Analyst receipts the check (broken down by scholarship).

Renewal

The Arkansas State University-Newport Financial Aid Office will check each term to ensure students have met the renewal requirements (if applicable).

- If the student has met the renewal requirements, the miscellaneous scholarship will remain on their financial aid award package.
- If the student has not met the renewal requirements, the ASU-Newport Financial Aid staff will remove the miscellaneous scholarship from their financial aid award package.
- An award notice will be sent to the student's ASU-Newport email directing them to the student portal to view their financial aid package.

Publicity

The Arkansas State University-Newport Financial Aid Office will send the names of students receiving a miscellaneous scholarship to the Director of Marketing and Communications to be shared with the public via various forms of media.

Follow-up

The Arkansas State University-Newport Financial Aid Office will report the names of the students who have continued eligibility for the miscellaneous scholarship to the ASU-Newport Scholarship Committee and the ASU-Newport Foundation.

D. Related Information
