

MEMORANDUM

TO: Vice Presidents, Deans and Directors

FROM: David R. Colburn, Provost
James E. Scott, Vice President for Student Affairs

DATE: March 19, 2002

RE: Management Plan for UF Donor-restricted Scholarships and Awards

Below is the new UF policy for the management of donor-restricted scholarships and awards. This policy is being promulgated after much careful thought and coordination among campus constituencies. We are hopeful that this plan will provide consistency across campus in awarding need-based scholarships, and efficient procedural accountability for donors for all scholarships and awards.

Questions? Please contact Donna Kolb at Student Financial Affairs at 392-1275 or donna_kolb@sfa.ufl.edu.

Management of Donor-restricted UF Scholarships

I. Need-based scholarships

- A. There will be one UF definition of “need” as determined by SFA. Any donor restricted scholarship using words like: “need,” “needy,” “financially disadvantaged,” etc. will all be administered by this one standard.

UF Standard: For purposes of determining eligibility for need-based scholarships, students who have demonstrated any financial need according to a federally-approved method of need analysis are considered “needy.” The actual amount of the award shall be determined by the terms of the donor agreement and need not be limited to the amount of need as determined by the federal methodology. Unless specified to the contrary in the donor agreement, scholarship awards shall not be reduced or cancelled due to the student’s receipt of additional financial aid or other resources. The award can be modified or cancelled, however, if the information used to determine initial eligibility is found to be in error.

Determination of need must only be calculated for the first year of the student’s scholarship award and may be renewed for subsequent years without reapplying.

- B. Scholarships that are exclusively or primarily need-based will be managed by Student Financial Aid (SFA). SFA will be the University of Florida Foundation (UFF) fund administrator and SFA will authorize all such disbursements to UF Finance and Accounting.

ex: sole restriction is “need,” or “scholarship is to be awarded to “needy student in Engineering.”

- C. College or Unit managed need-based scholarships: If a donor-restricted scholarship includes a number of restrictions or factors, among which is “need,” and this scholarship is best managed by the College or Unit, then the College/Unit will be the UFF fund administrator.

ex: “scholarship to needy Finance majors in the Warrington College of Business with an interest in banking.”

The plan for management of such scholarship will be documented in writing between the College/Unit and SFA. The College/Unit must use the UF definition of need as calculated by SFA to determine need eligibility before awarding these scholarships; the student must be certified by SFA as “needy.” SFA will be notified of each such scholarship award on SFA’s Student Notification Document (SND) form. SFA will be the sole disbursing authority for these scholarships, that is, all such scholarships will be authorized for payment by SFA.

- D. Business Ethics Match Scholarships will be managed either by SFA or the College/Unit as appropriate. SFA will develop a standard certification form for the required documented community service (minimum 10 hours). In addition, the requirement that the student recipient take at least one credit hour of an approved business ethics course shall be satisfied by the student before his or her senior year; such completion will be a requirement for registration in the senior year. Failure to take this course will cause a “hold” to be placed on the student’s record.

II. Management of non-need based scholarships

- A. Donor restrictions, including preferences, must be honored. The College/Unit must implement applications and processes to safeguard that these criteria are met. The College/Unit will be the UFF Fund Administrator.

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- B. The UFF scholarship website (to be available shortly), and UFF gift agreements, are the official source for donor restrictions.
- C. Annually, Deans and Fund Administrators will be required to certify to UFF that all awards are consistent with donor-restrictions, as reflected on an annual report to be generated by UFF.
- D. Each UFF Disbursement Request Form (UFF-D) for scholarships will also require completion of a new form, Transfers to UF Form (UFF-U). This form is available on the UFF intranet site (under Library, Business Forms).
- E. Each college/unit will advise SFA of all scholarship recipients and award amounts via the Scholarship Notification Document (SND). Again, SFA will be the sole disbursing authority for these scholarships. A separate SND must be completed for each named scholarship account. The SND should include the name of the scholarship, account number, award amount and any other special requirements as necessary.

ex: Student Jones, Account # _____ \$1,000, "Marilyn Smith Scholarship"

III. Stewardship

- A. The recipients of all donor-restricted scholarship awards, whether need-based or otherwise shall be encouraged to produce a "thank you" letter to the donor or fund contact person (if there is one), to be delivered to UFF's Department of Stewardship and Donor Relations, which will mail these to the donors.
- B. Each fall the College/Unit will provide annual stewardship letters to accompany UFF's Annual Endowment Report to donors of endowed scholarships, which will include the fund restrictions on the Report.
- C. The Colleges and Units will also provide similar letters to donors of non-endowed scholarships.
- D. College/Unit officers and SFA shall notify UFF's Director of Stewardship and Donor Relations of scholarship recipients annually so local news releases can be issued, after obtaining consent from the students.