



# 2019-2020 SCHOLARSHIP AWARD FORM

Return to:  
Office of Financial Aid & Scholarships  
Bldg 121-1st Floor, Blue Counter

## Instructions

1. Download the form and save it to your computer
2. Complete **Section 1**
  - a. Chartfield is for **STATE ACCOUNTS ONLY**
  - b. Project number is for **FOUNDATION ACCOUNTS ONLY**
  - c. Complete only one form per account per academic year
3. Complete **Section 2**
  - a. Indicate any requirements (if any) the recipient must meet in order to receive the scholarship  
\*Please note: any recipient not meeting specified requirements will experience a delay in processing of payment
4. Complete **Section 3**
  - a. List scholarship recipient(s)
  - b. Indicate amount and term distribution of payment
  - c. Print and return original form(s) to the Office of Financial Aid and Scholarships located at ([121-1st Floor, Blue Counter](#))
  - d. In order to process scholarship payment for the 2019/2020 academic year, please submit form **by March 31, 2020**. Award Forms submitted after this date can only be applied to the 2020/2021 academic year
5. Complete **Section 4**
  - a. Confirm eligibility and payment
  - b. Provide all appropriate signatures

### SECTION 1:

Chartfield (State Accounts Only-25 digits-):

| Account              | Fund                 | Dept.                | Program              | Class                |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Project Number (Foundation Accounts Only-6 digits):

Name of College or Organization:

Department Name:

Scholarship Name:

Total Amount to be billed to this project number:   
(This amount will auto-fill from **GRAND TOTAL** amount listed on page 2)

### SECTION 2:

What is the minimum number of units required for the student to receive this award? (*Must be greater than 1*)

- If undergraduate recipient:
- If graduate recipient:

Per the scholarship donor agreement or Department Scholarship contract are any of the following factors in the student receiving the scholarship?

- 1) Is [FAFSA or Dream Act Application](#) required?  
(Refer to page 3 for explanation)
- 2) Is this scholarship Need-Based or Merit Based? (Refer to page 3 for explanation)
- 3) Is student required to meet SAP ([Satisfactory Academic Progress](#)) to receive this scholarship?  
(Refer to page 3 for SAP information)

Comments:



**SECTION 3:**

|  | Bronco #<br>(9 digits) | Student Name | Scholarship Name            | Fall<br>Semester | Spring<br>Semester | Summer<br>Semester | Total<br>Award |
|--|------------------------|--------------|-----------------------------|------------------|--------------------|--------------------|----------------|
| Ex.  | 012345678              | Billy Bronco | Cal Poly Pomona Scholarship | \$1000.00        | \$1000.00          |                    | Auto-fill      |
| 1  |                        |              |                             |                  |                    |                    |                |
| 2  |                        |              |                             |                  |                    |                    |                |
| 3  |                        |              |                             |                  |                    |                    |                |
| 4  |                        |              |                             |                  |                    |                    |                |
| 5  |                        |              |                             |                  |                    |                    |                |
| 6  |                        |              |                             |                  |                    |                    |                |
| 7  |                        |              |                             |                  |                    |                    |                |
| 8  |                        |              |                             |                  |                    |                    |                |
| 9  |                        |              |                             |                  |                    |                    |                |
| 10   |                        |              |                             |                  |                    |                    |                |
| 11   |                        |              |                             |                  |                    |                    |                |
| 12   |                        |              |                             |                  |                    |                    |                |
| 13   |                        |              |                             |                  |                    |                    |                |
| 14   |                        |              |                             |                  |                    |                    |                |
| 15   |                        |              |                             |                  |                    |                    |                |
| 16   |                        |              |                             |                  |                    |                    |                |
| 17   |                        |              |                             |                  |                    |                    |                |
| 18   |                        |              |                             |                  |                    |                    |                |
| 19   |                        |              |                             |                  |                    |                    |                |
| 20   |                        |              |                             |                  |                    |                    |                |
| 21   |                        |              |                             |                  |                    |                    |                |
| 22   |                        |              |                             |                  |                    |                    |                |
| 23   |                        |              |                             |                  |                    |                    |                |
| 24   |                        |              |                             |                  |                    |                    |                |
| 25   |                        |              |                             |                  |                    |                    |                |
| Total Amount to be billed to this Project Number |                        |              |                             |                  |                    |                    |                |

**SECTION 4:**

By checking this box, the person preparing this form or Department Authorized signer confirms that all students listed on this page meet donor agreement requirements.

Name of person preparing form (Please print) \_\_\_\_\_

Extension # \_\_\_\_\_

Department Authorized Account Signature \_\_\_\_\_

Date (mm/dd/yy) \_\_\_\_\_

Second Authorized Account Signature (if required) \_\_\_\_\_

Date (mm/dd/yy) \_\_\_\_\_

This expenditure benefits the educational mission of the CSU and meets the policy requirements of the Education Code Section 89904.6, Section 9.2 policy on Expenditure of funds for CSU Auxiliary Organizations. It is also in compliance with the university

**FOR STAFF USE ONLY**

Completed by:

\_\_\_\_\_

**FREQUENTLY ASKED QUESTIONS****Q: What is the difference between a FAFSA and a Dream Act Application?**

The Free Application for Federal Student Aid (FAFSA) is used by students who are citizens or eligible non-citizens to apply for federal and state student grants, work-study and loans. The Dream Act application is used to determine eligibility of AB540 students for California for the specified award year. A student would only complete one application, either the FAFSA or Dream Act application.

**Q: What is the difference between need-based scholarships and merit-based scholarships?**

**Need-based** scholarships require students to complete the FAFSA/Dream Act Application in order to receive it. When a student completes the FAFSA or the California Dream Act Application, the expected family contribution is determined based on information submitted by the student. The calculation to determine unmet need is Cost of Attendance minus Expected Family Contribution (EFC). Whereas, **Merit-Based** scholarships are typically based on talents, academics, achievements etc.

**Q: Why has the student not received their scholarship?**

There are multiple reasons that may delay a student's scholarship:

- Student is enrolled below the minimum units indicated above in section 2
- Student does not have enough unmet need to include the scholarship when coordinating with other financial aid. In accordance with federal regulations, we are required to coordinate financial aid for all students.
- Student does not meet Satisfactory Academic Progress (SAP)
- During processing "peak times" there may be minor delays to posting and releasing funds to students

**Q: What is Satisfactory Academic Progress (SAP)?**

The Office of Financial Aid & Scholarships evaluates Satisfactory Academic Progress (SAP) at the end of each semester once grades have been finalized and posted. All federal and state aid applicants are included in this review regardless of program of study or enrollment status.

The evaluation is based on the student meeting three criteria, which are described below:

1. Meeting a minimum cumulative grade point average (GPA)
2. Earning a minimum number of credits (Pace of Completion)
3. Cumulative attempted hours not exceeding program requirements (Maximum Time-Frame)

Students who fail to meet any one of the criteria are considered ineligible for federal or state financial aid.

Please visit: <https://www.cpp.edu/~financial-aid/policies/academic-progress.shtml> for additional information.