College of Arts and Architecture  
Trustee Scholarship Program Overview and Awarding Process

- **Selection process**: Trustee Scholarships are need-based scholarships and focus on Pell Grant eligible students. Students, including part-time, who demonstrate significant financial need as determined by the Free Application for Federal Student Aid (FAFSA) are automatically considered for this award. The Office of Student Aid, colleges and campuses select Trustee Scholarship recipients.

- **Annual scholarship amount and number of students awarded**: It is recommended that more students rather than fewer students be awarded Trustee Scholarships, however it is at the discretion of the unit to determine number of students and award amounts. The recommended award amount range is $1,250 to $3,300. Students may only receive one trustee scholarship per academic year. Available income should be spent annually.

- **Scholarship length**: One academic year, with consideration for future years providing the recipient continues to meet the conditions of eligibility and funds are available.

- **Notification Target Dates**: March if awarding freshman; May through August for continuing students (but can be awarded anytime throughout the year).

Early March: Available endowment earnings posted on eSteward.

April 15: The Office of Student Aid recommends returning students submit their FAFSA on the Web by this date.

**April 30**: Linda Wheeland in the College’s Undergraduate Studies Office sends units lists of eligible students via email. Note: if units wish to receive eligibility lists earlier (for purposes such as recruitment), please contact Linda on an as-needed basis.

Between April 30-May 7: Units should immediately review the list and inform Linda of students they wish to select for Trustee Scholarships no later than May 7.

Linda places scholarships in HD (Hold) status on students’ records, which means the awards are on hold until we receive release of information forms and thank you letters. This is an important step to take as it will prevent a student from being eligible for other trustee awards. Students will see these awards on eLion as part of their student aid package but there will be an alert on it that they must take a next step.

Units are responsible for 1. notifying the students of awards and 2. making certain students submit their release of information forms and thank you letters.

By May 28: Deadline for units to submit Trustee Scholarship Award Forms, with attached acceptance forms and copies of thank you letters, to the College’s Development Office, 107 Borland Building, in order to meet the Office of Student Aid deadline.