

KENNESAW HALL

SCHOLARSHIP COMMITTEE HANDBOOK



KENNESAW STATE
UNIVERSITY



THE OFFICE OF SCHOLARSHIPS AND FINANCIAL AID

OUR MISSION

We believe students from all economic backgrounds should have the opportunity to attend KSU.

The Office of Scholarships and Financial Aid provides financial assistance, resources, and services to students at Kennesaw State University. Whether students attend our Kennesaw or Marietta campuses, we are here to help make paying for college as affordable as possible by assisting students in the exploration of the many scholarship, grant, loan, and work-study opportunities available.

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Hooty Hoo,

Thank you for volunteering to serve Kennesaw State University through our Scholarship Committee. You can feel confident knowing that you are creating a positive impact in our students' lives by helping our world-class institution.

In cooperation with the Office of Scholarships and Financial Aid and the Kennesaw State University Foundation Inc., KSU invests a substantial amount of financial support to assist our students in pursuing their educational goals. Scholarships are an essential function of our office, as they allow some of our most deserving students the opportunity to receive financial support that will leave an enduring legacy in our local community, the state, and the world.

This handbook is a resource for scholarships administered by the Office of Scholarships and Financial Aid and a guide to policies and procedures for your service on the Scholarship Committee. Included in this handbook are helpful campus resources, committee overviews, criteria guidelines, and the best practices for award stipulations and administration processes.

If you would like to further the University's goals in making sure our most deserving students are able to achieve their educational pursuits, please consider making a gift to campus initiatives, specific programs, or colleges. Learn more about how to donate by visiting kennesaw.edu/give.php.

Again, thank you for serving on the Scholarship Committee. We are glad you are part of the KSU family!

GO OWLS!

KSU Scholarship Team
Office of Scholarships and Financial Aid
Kennesaw State University
kennesaw.edu/financial-aid
scholarshipapps@kennesaw.edu

SCHOLARSHIP CONTACTS

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OVERVIEW

This handbook provides guidance on Kennesaw State University's policies, procedures, and guidelines regarding the selection, administration, and awarding of Kennesaw State University Foundation Inc. scholarships, internal scholarships, and external scholarships.

Student recruitment, retention, and graduation are vital components of the University's strategic plan. Scholarship awards and stipend funds are coordinated to attract high-ability students, add to the student population's diversity, and remove financial barriers to maintain access for all qualified students. In addition, centralized coordination of scholarships, awards, prizes, and stipends assists in meeting all federal, state, institutional, and donor compliance requirements.

KSU Scholarships are available and awarded through an online application process. Scholarships are mostly considered as merit-based or need-based, as determined by the Office of Scholarships and Financial Aid using the information provided on the student's FAFSA application.

SCHOLARSHIPS OVERVIEW

KENNESAW STATE UNIVERSITY

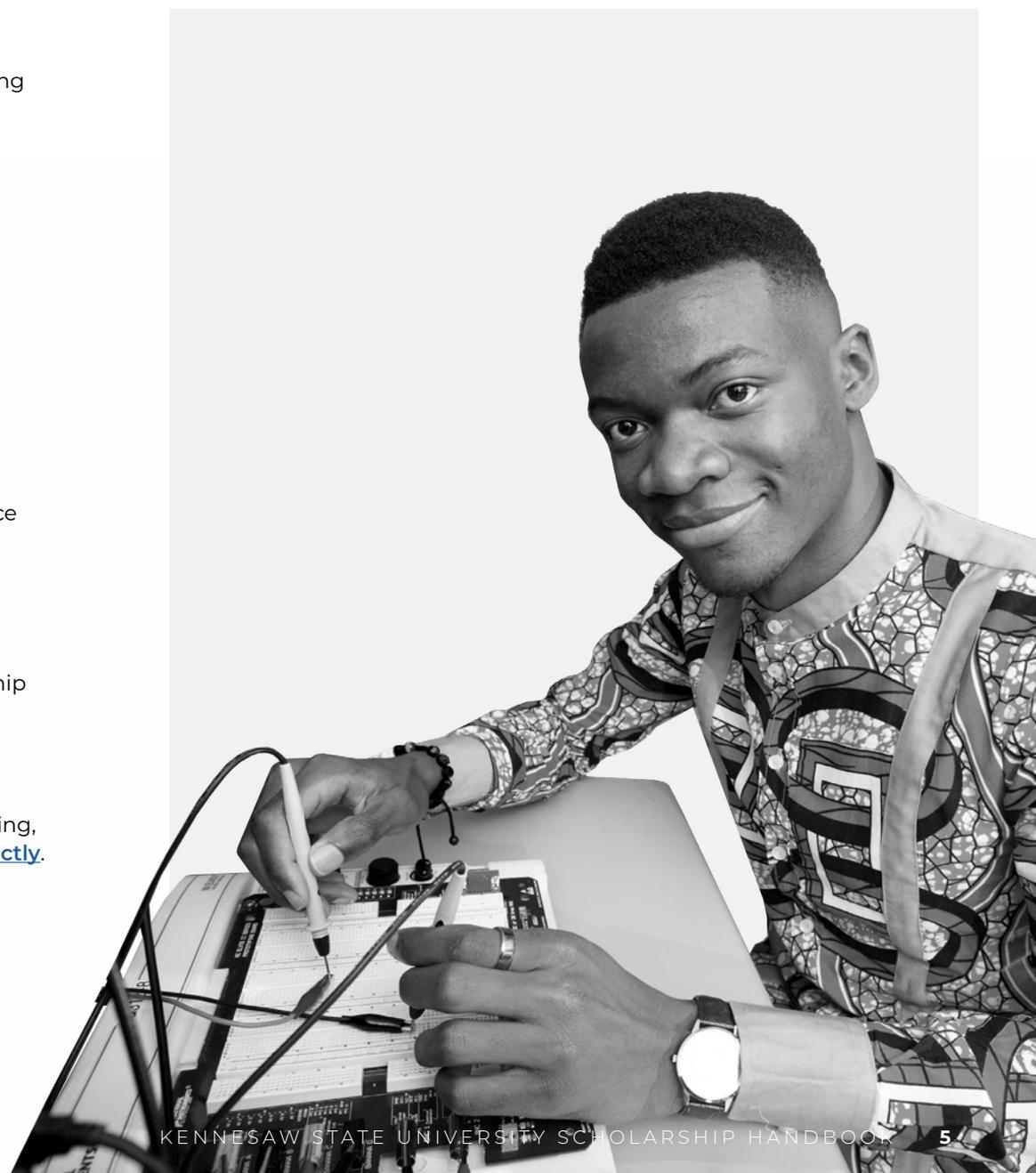
Kennesaw State University is pleased to be able to provide funding for scholarships and committed to supporting the best scholars.

KENNESAW STATE UNIVERSITY FOUNDATION INC.

[The Kennesaw State University Foundation Inc.](#) is a nonprofit corporation created and existing under the laws of the State of Georgia, which is recognized by the Internal Revenue Service as an exempt organization under Section 501 (c)(3) of the Internal Revenue Code of 1986, as amended. The Foundation's purposes include furthering the interests of Kennesaw State University by helping support, guide, and protect it by assuming the cost responsibility for private gifts to Kennesaw State.

The Kennesaw State University Foundation's mission is to raise significant gift and endowed funds and manage assets to enhance the academic excellence and affordability of Kennesaw State University. Former students and friends of Kennesaw State University provide gifts to the Kennesaw State University Foundation. These gifts are endowed to preserve the principal gift and provide a steady income of interest used to fund scholarships for current and future KSU students. Each scholarship is set up to be awarded according to the donor's wishes. The Kennesaw State University Foundation, Inc. is a 501(c)(3) tax-exempt organization.

For additional information pertaining to the Endowment Spending, [please contact the Kennesaw State University Foundation directly.](#)



COMMITTEES AND SCHOLARSHIP SELECTION OVERVIEW

SCHOLARSHIP COMMITTEE MEMBERS

The scholarship selection committee consists of faculty and staff selected to represent their college or department. The scholarship selection committee's role is to provide transparency and remain objective in the selection process.

Kennesaw State University does not permit donor involvement in the scholarship selection process to protect our donors' tax situation and safeguard students' privacy. [See Federal Regulations and Pension Act of 2006.](#)

Staff members should not participate in any scholarship selection process in which any member of their family is a potential scholarship applicant. Selection committee members must make independent decisions without potential or perceived influence caused by a conflict of interest. Committee members should avoid any situation where personal and business relationships could have or give the appearance of having undue influence. [Each committee member must complete the Conflict of Interest and Confidentiality Form.](#)

Students enrolled in any course offered by KSU, at any location or through any method of delivery (campus/on-site, hybrid, partially online, and fully online) are covered by the [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#) (20 U.S.C. § 1232g; 34 CFR Part 99).

SELECTION PROCESS

- The applications that the selection committees review contain a signed release by the applicant that permits ONLY the committee members to view information that is considered private. Deliberations, recommendations, and applicant information are confidential, and members should not disclose their selections outside of the selection process. All committee members must have completed a [Buckley Form](#), which acknowledges professional confidentiality and responsibility.
- To best serve our students, committees should adhere to the award criteria set forth by the donor and KSU in the written agreement.
- Committee Chair and committee members must complete an annual Committee Training, conducted by the Scholarship Team within the Office of Scholarships and Financial Aid. This training is to ensure all committee chairmen and members remain up to date on policies and procedures.
- Committees should make all award selections by the deadline. If the departmental committee members and their Chair have not made their award selections and posted the awards by the deadline, the Office of Scholarships and Financial Aid will contact the Chair.
- Late submissions may result in the General Scholarship Committee members confirming selections. The General Scholarship Committee is a unit with representation from all colleges and the KSU campus community. Please check your KSU email and communicate regularly with your Chair to receive any updates..
- Committees must submit five to seven alternate choices to expedite awarding if the initial choice is deemed ineligible.
- All departmental committees will forward their award selections to their Chair, who will then send the selected recipients over to the Office of Scholarships and Financial Aid by the deadline. The Office of Scholarships and Financial Aid will post the awards to each student's ScholarshipUniverse account.
- Scholarship applications and selections by committees are subject to being audited each year and will remain on file per the Board of Regents and federal requirements.

COMMITTEE AND SCHOLARSHIP SELECTION OVERVIEW (CONTINUED)

AWARD STIPULATIONS

- The criteria for each scholarship targets different student groups, with the focus of recruiting and retaining for the department, college, and University.
- To provide transparency and remain objective in the selection process, students must submit a scholarship application **each academic year** to be considered for an award.
- Minimum scholarship awards should be \$1,000 or the amount of funding available; however, the scholarship criteria will specify the number of student awards and the total dollar amount. Kennesaw State University Foundation will report updates to these amounts if the spending rate or funding amount decreases. The criteria listed for each scholarship must be adhered to in all circumstances.
- Some agreements with our scholarship donors include criteria that are stated as “preferences.” Preferences should be followed, if possible, but should not stand in the way of awarding the scholarship.
- Except for the study abroad scholarships, all scholarships will be awarded for the entire academic year. Most scholarships are awarded half in fall and half in spring, unless otherwise noted. Students will continue to receive their scholarships as long as they meet the scholarship criteria.
- Students who are not enrolled for the minimum hours required, are not in good academic standing, or are not pursuing the required major as specified in the criteria by the end of the fall semester will lose their award, and an alternate student will be selected for spring.

TIPS FOR EVALUATING APPLICANTS

CRITERIA QUESTIONS:

- Did the student answer the questions that address the scholarship's criteria requirements?
- Does the essay enable you to get a clear picture of the student's character and commitment?

EQUITABILITY QUESTIONS:

- Does the student work harder and contribute more to their class?
- Is the student involved in making an impact on the community through long-term community service?
- Is the student involved in team activities within their major or the campus community?
- Does the student work while attending college?



CRITERIA GUIDELINES

Kennesaw State University complies with all federal laws and regulations when establishing scholarship criteria. These criteria set forth by the government are listed below.

FEDERAL PRINCIPLES

- **14th Amendment**- The 14th Amendment (U.S. Const. amend XIV Section 2) grants citizenship to all persons “born or naturalized in the United States,” including formerly enslaved people, and provided all citizens with “equal protection under the laws,” extending the provisions of the Bill of Rights to the states.
- **Title VI**- Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., protects people from discrimination based on race, color, or national origin in programs or activities that receive Federal financial assistance. Title VI states that: No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- **Title IX**- Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et seq., prohibits discrimination based on sex.
- **Pension Protection Act of 2006** - The Pension Protection Act of 2006 (P.L. 109-280) bans donor-advised funds from making grants to designated individuals. Donors may serve on a scholarship selection committee but may not directly or indirectly control the selection process. This restriction includes the donor, members of the donor’s family, people who serve as advisers to the donor (e.g., lawyers and accountants), people who are employed by the donor (including officers and directors of a donor that is a business or corporation), and committee members selected or appointed by the donor. These people may not represent a majority of the members of the selection committee. Selection of recipients must be on an “objective and nondiscriminatory basis” (see the relevant

discussion of I.R.C section 4945 above). In addition, the donor may not derive a more than incidental benefit from the grant program.

Kennesaw State does not permit donor involvement in the scholarship selection process per Internal Revenue Code (“I.R.C.”) § 4966(d)(2)(A). For more information, refer to the IRS Donor Advised Fund Guide Sheet Explanation

APPROVED CRITERIA:

- Circumstance — GPA, college, major, class status, enrollment status
- Community service or extra curricular activity
- Merit/need
- Leadership
- Renewal or non-renewal
- Talent

UNACCEPTED CRITERIA:

- Age
- Citizenship
- Educationally-unrelated handicap
- Marital status
- National origin
- Participation in athletics (except funds administered through the Department of Athletics)
- Personal characteristics or appearance
- Race
- Relatives of donors
- Religion
- Sex

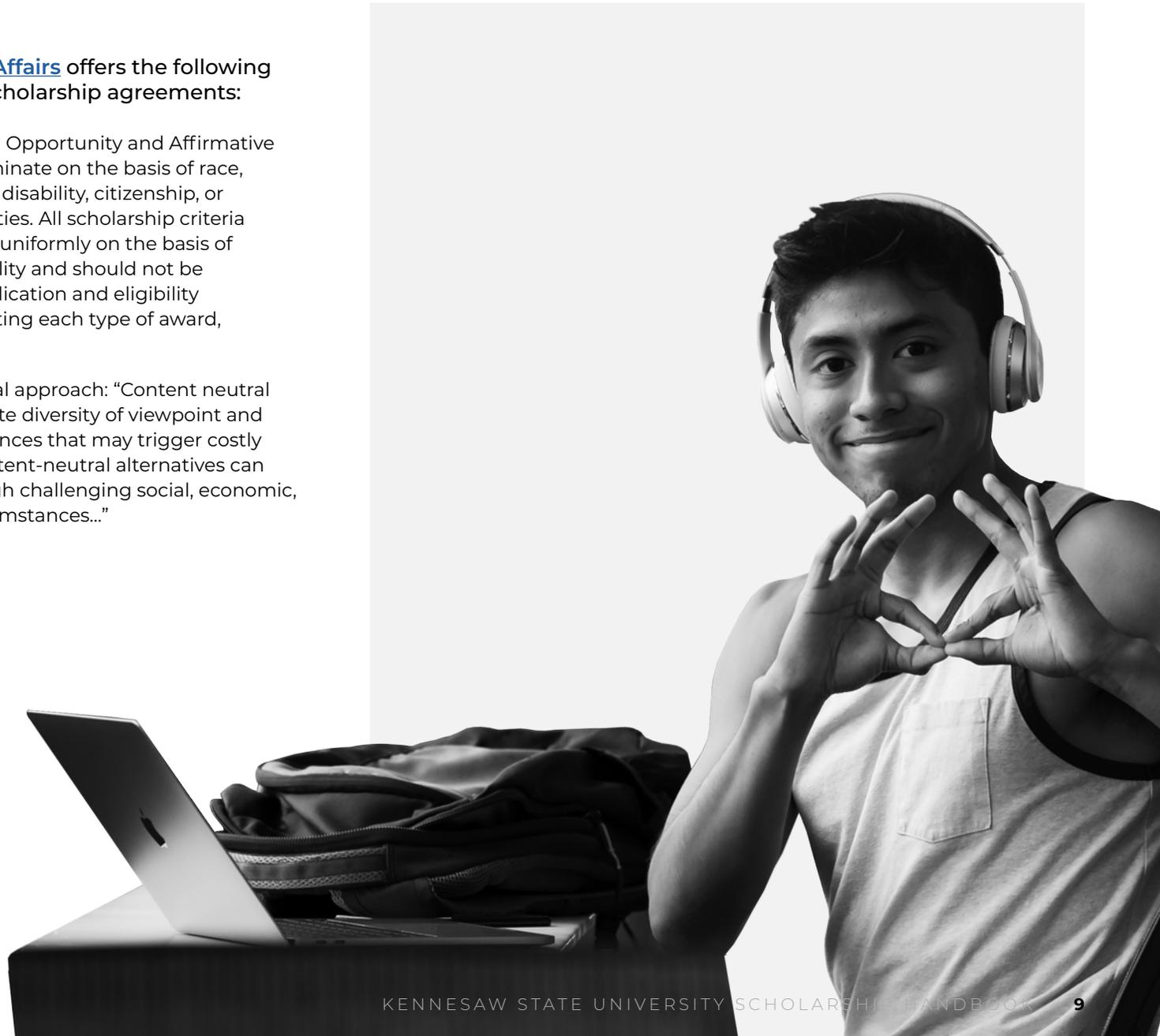
CRITERIA GUIDELINES (CONTINUED)

LEGAL GUIDANCE

The University's [Division of Legal Affairs](#) offers the following advice on creating language for scholarship agreements:

"Kennesaw State University is an Equal Opportunity and Affirmative Action Institution and does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, citizenship, or veteran status in its programs or activities. All scholarship criteria requirements should be administered uniformly on the basis of demonstrated individual need and ability and should not be restricted based on above criteria. Application and eligibility information, as well as criteria for granting each type of award, should be well-publicized."

Legal Affairs counsels a content-neutral approach: "Content neutral programs have the potential to promote diversity of viewpoint and experience without employing preferences that may trigger costly and counter-productive litigation. Content-neutral alternatives can target students who have been through challenging social, economic, educational, cultural, or other life circumstances..."



ADMINISTRATION PROCESS AND BEST PRACTICES

OVERVIEW

It is the purpose of the Office of Scholarships and Financial Aid to award all available scholarship money in an efficient and timely manner to those students who best meet the criteria for the scholarship, lower student debt, and require fewer mid-year adjustments to financial aid packages.

To ensure compliance with the rules and regulations set forth by the Board of Regents and Kennesaw State University, programs must not advertise scholarship opportunities on their college, department, or University's websites without the Office of Scholarships and Financial Aid approval.

ANNUAL AND ENDOWED INTERNAL SCHOLARSHIP AGREEMENTS

Donors invest in the lives of KSU students through scholarships, and their gifts support KSU and its programs, campus initiatives, educational outreach, and faculty. The continued support from friends, faculty, staff, alumni, and parents enables KSU to reach a greater level of excellence and attract top-notch undergraduate and graduate students. KSU remains a leader in higher education thanks to the gifts we receive from our generous donors. Whether it's a donor supporting a campus initiative or funding a scholarship, the student experience at KSU is significantly improved and enhanced when donors connect with the causes that are important to them. At KSU, donors truly make a difference.

All donor-scholarship agreements are reviewed and approved by the KSU [Division of Legal Affairs](#) prior to the agreement being signed by the donor, the Dean of the College, or the President of Kennesaw State University and the Vice President of University Advancement and CEO for the Kennesaw State University Foundation. Once signed, the agreement will be submitted to the Office of Scholarships and Financial Aid where it will remain on file.

FUNDING SCHOLARSHIP AWARDS

ENDOWED

Kennesaw State University Foundation will determine and release to the Office of Scholarships and Financial Aid the approved award amount for each scholarship based on the spending rate policy for endowed accounts. Endowed accounts must be established before the prior fiscal year-end (June 30) and fully funded to be considered for disbursement. Donors can elect to supplement the scholarship until fully funded.

ANNUAL

Awards are based on a donor's individual account balance as of December 31. Exceptions will be considered if a pledge agreement has been signed by the donor. No funds will be awarded without receipt of funds. As of July 1, 2017, no newly named annual scholarships will be established. All donors wishing to contribute annually should make their gifts to the general scholarship fund for a specific college, school, or University. Exceptions will be made for civic organizations.

ADVERTISING SCHOLARSHIPS

Scholarship and application availability will be communicated to students through KSU email, texting, social media, print material, digital media, and departmental communications.

ADMINISTRATION PROCESS AND BEST PRACTICES (CONTINUED)

AWARD NOTIFICATIONS

Once the Committee has completed their selection process, scholarship recipients will be notified of their award(s), along with any requirements for accepting or declining the award. Notification will be sent to the recipient through the student's official KSU email address by mid-April. Awards are posted to student accounts on ePay before the payment deadline, and funds will be disbursed on the published disbursement date.

POSTING AWARDS

Award notifications will be sent to inform the student that they have been awarded the scholarship. The scholarship will appear in the student's Owl Express account. If students are not registered by August 1, the scholarship may be removed.

THANK YOU NOTES AND DONOR STEWARDSHIP

All scholarship recipients are generally encouraged to submit a thank you note to their donors each year. KSU's scholarship recipients can also thank their scholarship donors through one-on-one meetings, video chats, and in person at the annual Scholarship Luncheon.

Events with students and donors are beneficial because they enable both parties to connect personally and showcase exceptional KSU students. These meetings allow students to see that their scholarships represent more than just free money and that donors are people, like them, who have invested in their future.

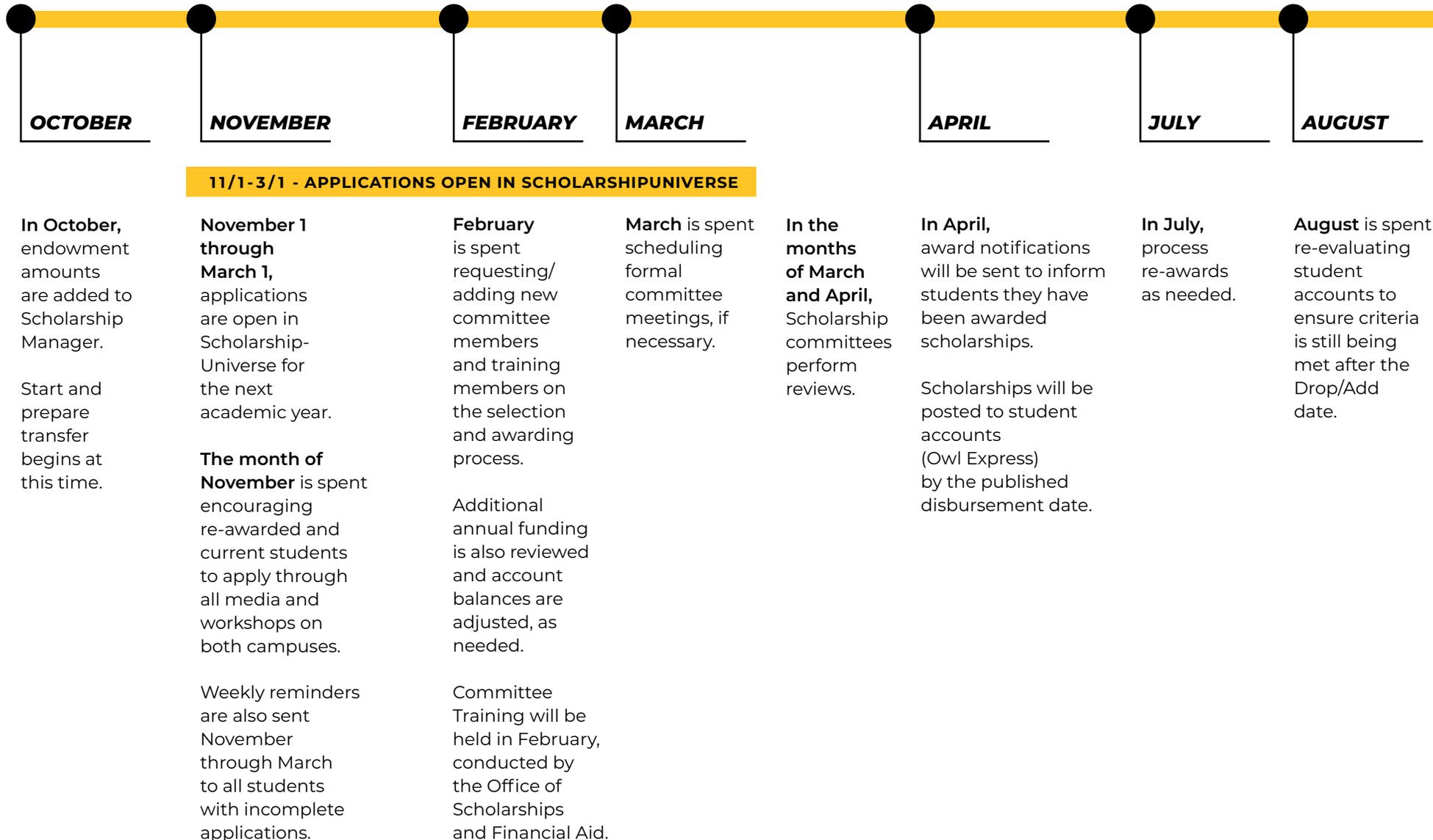
ACCOUNTING/RECONCILIATION

Those involved with scholarship administration must follow good accounting and business practices, especially regarding account reconciliation of scholarship accounts and balances, to promote optimal fund use and identify and resolve discrepancies. Kennesaw State University Internal Scholarships use a monthly invoicing and reconciliation with Financial Aid reports, Business Services reports, and the Kennesaw State University Foundation reports, ensuring all accounts are balanced.



INTERNAL SCHOLARSHIP FLOW CHART

KSU SCHOLARSHIPS ARE AVAILABLE AND AWARDED THROUGH AN APPLICATION PROCESS, OUTLINED BELOW.





COMMITTEE REVIEW PROCESS

SCHOLARSHIPUNIVERSE OVERVIEW



STUDENTS APPLY FOR SCHOLARSHIPS WITH EASE

KSU offers an easy, mobile, and personalized process that makes finding and applying for scholarships easier than ever. When students are ready to find scholarships, our scholarship finder, ScholarshipUniverse, will match them to best fit opportunities!

STUDENTS ARE ABLE TO:

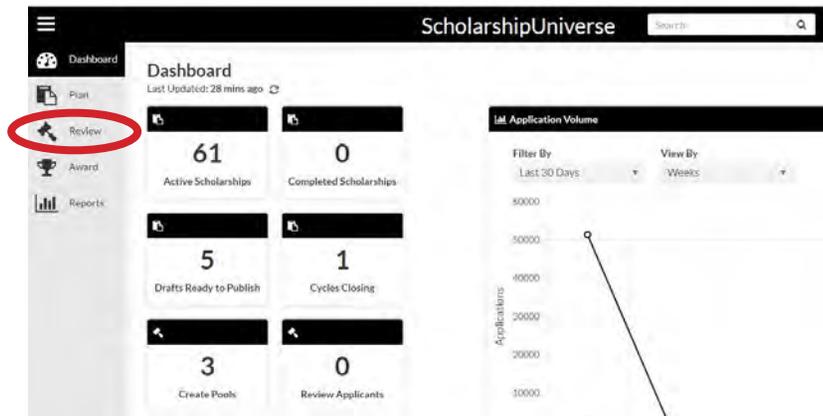
- Answer questions that will match them to eligible scholarship opportunities.
- Apply online to multiple scholarships through a personalized portal.
- View scholarship metrics to determine their chances and the effort required to apply.
- Receive alerts whenever they are matched to new scholarship opportunities.

Learn more on the [Office of Scholarships and Financial Aid's website](#).

We encourage all students to research opportunities for external scholarships. Remember, when searching for additional funds, students should not have to pay to submit a scholarship application or pay someone to help find scholarship resources.

COMMITTEE REVIEW PROCESS IN SCHOLARSHIPUNIVERSE

1. Log into ScholarshipUniverse by visiting kennesaw.scholarshipuniverse.com.
2. Select the “Review” icon from the left-hand menu.



3. Select “Review Applications.”

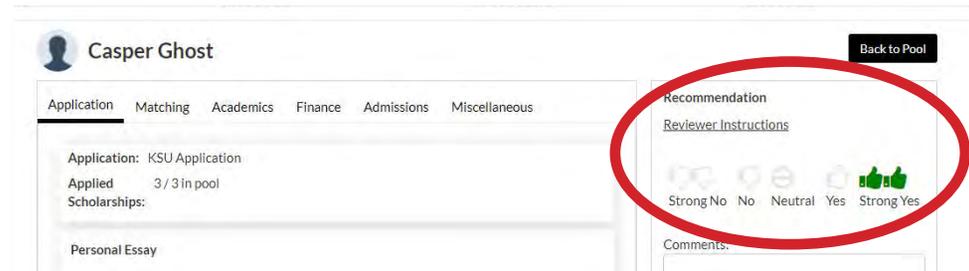


4. Your review may be in one of two formats, depending on the number of applicants for your scholarship. If less than 50, you will have one round of reviews and will utilize the scorecard method. If you have more than 50 applicants, you will do two rounds of reviews. First is the “Recommendation” which is thumbs up and thumbs down. This will filter through your pool to provide a smaller number of candidates. The second round of reviews would be the “Scorecard” method which allows you to input scores for each applicant.

5. First, we’ll look at the “Recommendation” example.
6. You’ll see a list of all applicants. Simply select the gavel icon to access the first application.



7. Scroll down to access the arrow and progress through each student’s application.
8. After completing your review, provide a recommendation for each student based on five categories: “Strong No,” “No,” “Neutral,” “Yes,” or “Strong Yes,” represented by two thumbs down, one thumb down, the neutral icon, one thumb up, or two thumbs up.



9. Once you have completed your review and recommendations on all applicants, represented by the thumb icons, you will no longer have an arrow to progress to the right. Select “Back to Pool.” Your committee chair will then be notified via ScholarshipUniverse and will initiate round two of the review process, which will be the Score Card method.



COMMITTEE REVIEW PROCESS IN SCHOLARSHIPUNIVERSE (CONTINUED)

10. Go back to your “Review” icon and select “Review Applications.”



11. Select the binocular icon to start this second round of review.



Review Pool	Application	Round	Deadline	Outstandin...	Total Revis...	View
Paul Radow Scholars Program	KSU Application	1	4/27/2021	2	2	
ER Scholarship	KSU Application	1	4/30/2021	0	2	

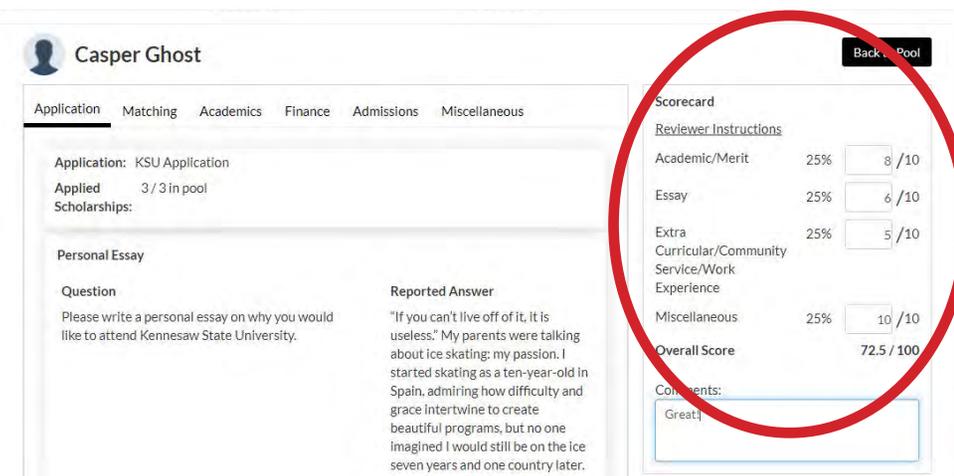
12. Your students displayed will be those who previously received a thumbs up in the first round of review, indicating they should be considered for the scholarship. You will now be able to go in and input a numerical value on their Score Card. Initiate this review by selecting the gavel icon.



First Name	Last Name	Score	Last Review Date	Letters of Recommendation	Review
Casper	Ghost			Pending	

13. You will be able to scroll through different sections of information, including: Application, Matching, Academics, Finance, Admissions, and Miscellaneous. After completing your review, proceed to Step 14 to complete your Score Card.

14. Input a numerical value on each metric of the Score Card. Please note: The comments section is only visible to you as the reviewer. Your other committee members, committee chair, and the student applicant will not be able to see what you have written. This is simply to help you in the process.



Casper Ghost

Application Matching Academics Finance Admissions Miscellaneous

Application: KSU Application
Applied: 3 / 3 in pool
Scholarships:

Personal Essay

Question: Please write a personal essay on why you would like to attend Kennesaw State University.

Reported Answer: "If you can't live off of it, it is useless." My parents were talking about ice skating as a ten-year-old in Spain, admiring how difficulty and grace Intertwine to create beautiful programs, but no one imagined I would still be on the ice seven years and one country later.

Scorecard

Reviewer Instructions

Academic/Merit	25%	<input type="text" value="8"/>	/10
Essay	25%	<input type="text" value="6"/>	/10
Extra Curricular/Community Service/Work Experience	25%	<input type="text" value="5"/>	/10
Miscellaneous	25%	<input type="text" value="10"/>	/10
Overall Score			72.5 / 100

Comments: Great!

15. Continue to review each applicant by selecting the arrow icon and inputting their numerical rating until you reach the end of your candidates. Once you are at the end, the arrow option will no longer appear.
16. Once each committee member has completed their review, your committee chair will mark the review as complete and your work will be done!



RESOURCES

RESOURCES / FORMS



**SCHOLARSHIP AND COMMITTEE FORMS
CAN BE REQUESTED BY EMAILING
scholarshipapps@kennesaw.edu.**

RESOURCES / KSU DIRECTORY

ADMISSIONS

(470) KSU-INFO (578-4636)

BURSAR

(470) 578-6419

CAMPUS SERVICES

(470) 578-8663

CAREER PLANNING AND DEVELOPMENT

(470) 578-6555

COUNSELING AND PSYCHOLOGICAL SERVICES

(470) 578-6600

GLOBAL AFFAIRS

(470) 578-6336

MILITARY AND VETERAN SERVICES

Kennesaw Campus: (470) 578-2970

Marietta Campus: (470) 578-2971

OFFICE OF THE REGISTRAR

(470) KSU-INFO (578-4636)

SCHOLARSHIPS AND FINANCIAL AID

(470) KSU-INFO (578-4636)

STUDENT DISABILITY SERVICES

Kennesaw Campus: (470) 578-2666

Marietta Campus: (470) 578-7361

WRITING CENTER

Kennesaw Campus: (470) 578-6380

Marietta Campus: (470) 578-5005

[For a full directory, click here visit our Campus Intranet.](#)



***BEST PRACTICES
ONLINE RESOURCES***

[National Association of Student
Financial Aid Administrators](#)

[National Association for College
Admission Counseling Code of
Ethics and Professional Practices](#)

[National Scholarship
Providers Association](#)



RESOURCES / GLOSSARY

AWARDS – Awards are typically payments in recognition of some form of achievement, though they may sometimes be received as the result of entering a contest. Recipients are usually self-selected to enter a scholarship contest, competition, or proceeding. Awards are always taxable. If the award is a monetary payment given by the University, it must count as part of the financial aid award totals and cannot exceed the [Cost of Attendance](#).

AWARD TYPES:

- **One-Time Only** – Awarded for that academic year only.
- **Renewable** – Some awards are automatically renewed each year if the student meets the criteria requirements and completes an application.

COST OF ATTENDANCE (COA) – [Cost of Attendance](#) is an estimate of the costs to attend Kennesaw State University. The Cost of Attendance also serves as a limit for the amount of financial aid funding a student may receive in an academic year.

DONOR – An individual or organization who freely provides funds to establish or continue a scholarship.

ENDOWMENT – An endowment is a permanent fund that is invested and generates interest income for the department/unit to use for its designated purpose.

EXTERNAL SCHOLARSHIP – Funds provided by an outside entity or organization to assist with the cost of a student's education. These funds are not restricted to Kennesaw State University students.

FAFSA – The [Free Application for Federal Student Aid \(FAFSA\)](#) is an application required for federal financial aid. All scholarships and financial aid are handled by the Kennesaw State University Office of Scholarships and Financial Aid.

GRADUATE ASSISTANTSHIP – A graduate assistantship is employment with the University to perform some service (teaching or research) in exchange for wages and benefits.

- Assistantships generally include both stipends and waivers. Stipends are not considered aid (see above). Tuition waivers are considered a form of financial aid, since graduate student budgets include aid for the purpose of paying tuition.
- Graduate Assistants will have their federal financial aid adjusted to remove the tuition and fee component and other allotments provided through the assistantship (e.g., health insurance). Aid will be offered for books and living expenses only.
- A graduate student who receives an assistantship late in the processing cycle may already have a full financial aid award. The award will then be reduced, and the student may be required to repay some aid already received.

GPA – Grade point average – the total number of quality points received divided by the total number of credits or hours of course work taken.

GRANT – A grant is financial support based on defined criteria that usually includes need-based eligibility. A grant recipient is selected based on these specified criteria set by federal or state governments or the institution. Grants are usually awarded for a specified academic term. They may be re-awarded for continuing academic terms after assessment as to whether the specified criteria are still in place.

- Grants must be included in the financial aid award totals and cannot exceed the [Cost of Attendance](#). If need-based, the federal definition of need must be considered as well.

RESOURCES / GLOSSARY (CONTINUED)

INSTITUTIONAL AID – Funds awarded at the discretion of KSU decision-makers from resources held by KSU and its academic units.

Institutional aid encompasses both donor-provided and general funds aid. Institutional funded awards must be counted as financial aid and cannot exceed the [Cost of Attendance](#).

INTERNAL SCHOLARSHIP – Funds provided through KSU from donors or organizations to assist with the cost of a students' education. These funds are only available to KSU students and are also known as KSU scholarships or foundation scholarships.

IRS TAX INFORMATION – To review IRS rules pertaining to reporting or not reporting on tax documents, for Scholarships, Fellowships and Grants please refer to [Topic No. 421](#).

LOAN – Funds borrowed to support the cost of education. These funds must be repaid.

MERIT-BASED SCHOLARSHIP – Scholarships that are awarded based on academic achievement, potential, leadership skills, extracurricular activities, community service, and individual scholarship criteria, regardless of financial need.

NEED-BASED SCHOLARSHIP – Scholarships that are awarded to students who demonstrate financial need, as identified through the [FAFSA](#). Additional requirements such as leadership skills, community involvement, and individual scholarship criteria may also be considered.

PREFERENCE – A criteria that is preferred, but not required. Every effort should be made to meet preferences; however, if they cannot be satisfied the next most competitive candidate may be selected.

RECIPIENT – An individual who receives a scholarship.

REQUIREMENT – A criteria that cannot be overlooked and must be met when selecting scholarship recipients to meet donor intent.

RESIDENT – An individual who meets the requirements to be classified as a Georgia resident.

SCHOLARSHIP – A scholarship is financial support based on academic achievement or other specified meritorious criteria. The donor (or designator of institutional funds) sets the criteria for recipient selection (e.g., financial need, field of study, etc.). Scholarships may be awarded on a one-time or renewable basis. Renewable scholarships must have defined criteria for retention (typically in terms of GPA requirements, full-time enrollment status) and specified limits as to maximum number of terms or credit hours to be covered.

Scholarships must be included in the financial aid award totals and cannot exceed the [Cost of Attendance](#). Scholarships are considered qualified or nonqualified:

- **Qualified scholarship** – Payment for tuition, fees, books, supplies, and equipment required for coursework. It is deposited directly to the student's account and is considered financial aid. It is not subject to tax withholding and it is not reportable income.
- **Nonqualified scholarship** – Payment received that does not have to be applied to the cost of required tuition, fees, books, supplies, and equipment required for coursework.
- For US Citizens, Permanent Residents (Green Card Holders and Resident Aliens) for tax purposes, this income is self reported. The student will not receive a Form 1099 and tax is not withheld upfront.

RESOURCES / GLOSSARY (CONTINUED)

SCHOLARSHIPUNIVERSE – [ScholarshipUniverse](#) is a search engine for locating and applying for internal and external scholarship funds.

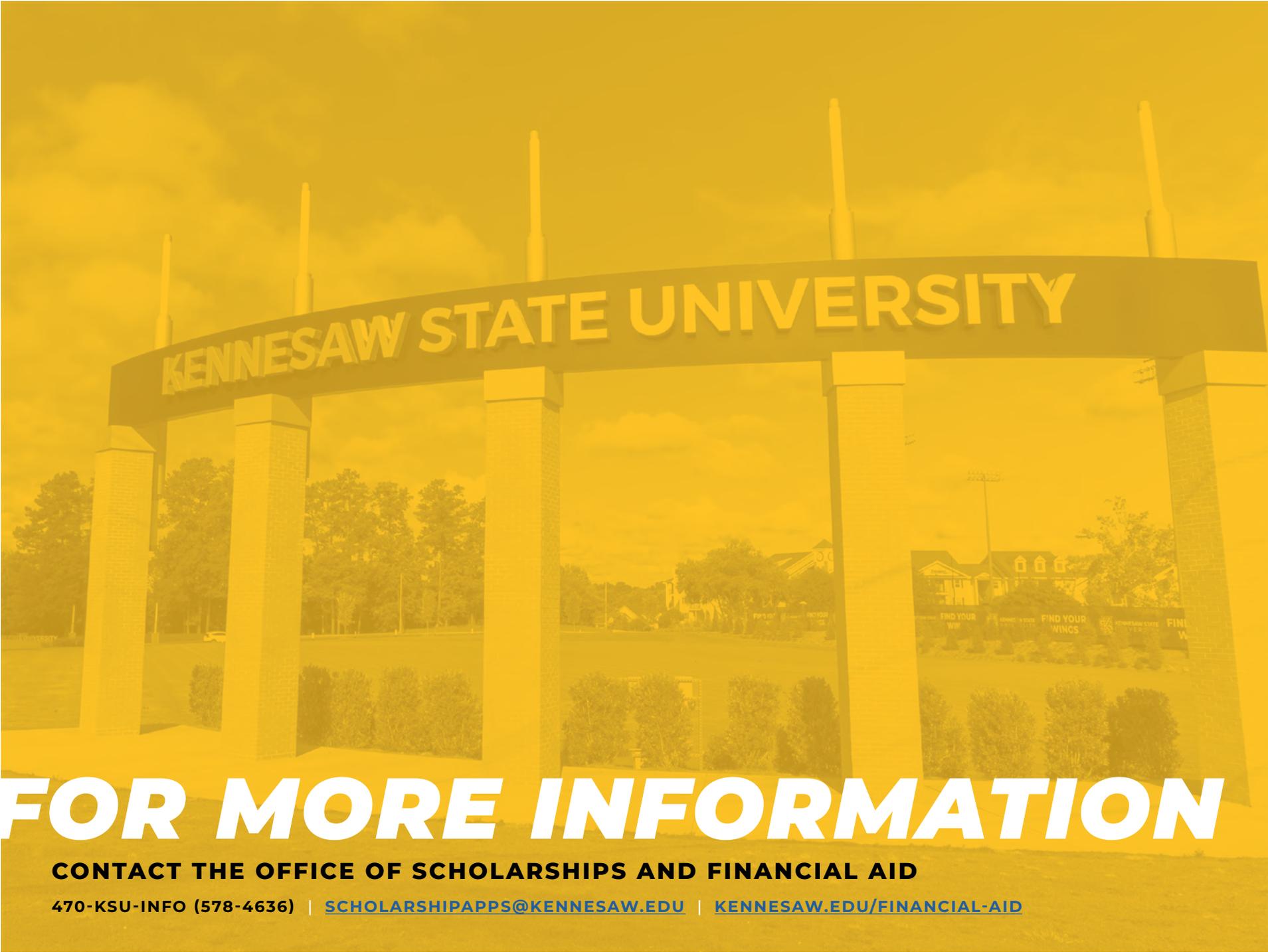
STIPEND – A fixed regular sum paid as an allowance. Stipends may be granted on a competitive basis.

Stipends given to students *without* requirement of work are considered financial aid. These stipends are reported on a 1098-T statement at the end of the year as financial assistance. These may need to be reported on the tax return depending upon tax law. Be sure to save the paperwork provided in the stipends for the tax return, if needed.

Stipends paid to a student in return for work performed for the University are not considered financial aid. These are wages and reported on a W-2 statement at the end of the year as income. These stipends are reported on the tax return as wages and on the next year's FAFSA. This may affect the student's financial need and award eligibility for the following aid year. Be sure to check with your financial aid counselor for more information.

WAIVERS – A tuition/fee waiver is a tuition/fee scholarship granted by the University to qualified individuals. The actual amount of the waiver depends on various eligibility criteria. Waivers are considered financial aid and must not exceed the [Cost of Attendance](#).





KENNESAW STATE UNIVERSITY

FOR MORE INFORMATION

CONTACT THE OFFICE OF SCHOLARSHIPS AND FINANCIAL AID

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