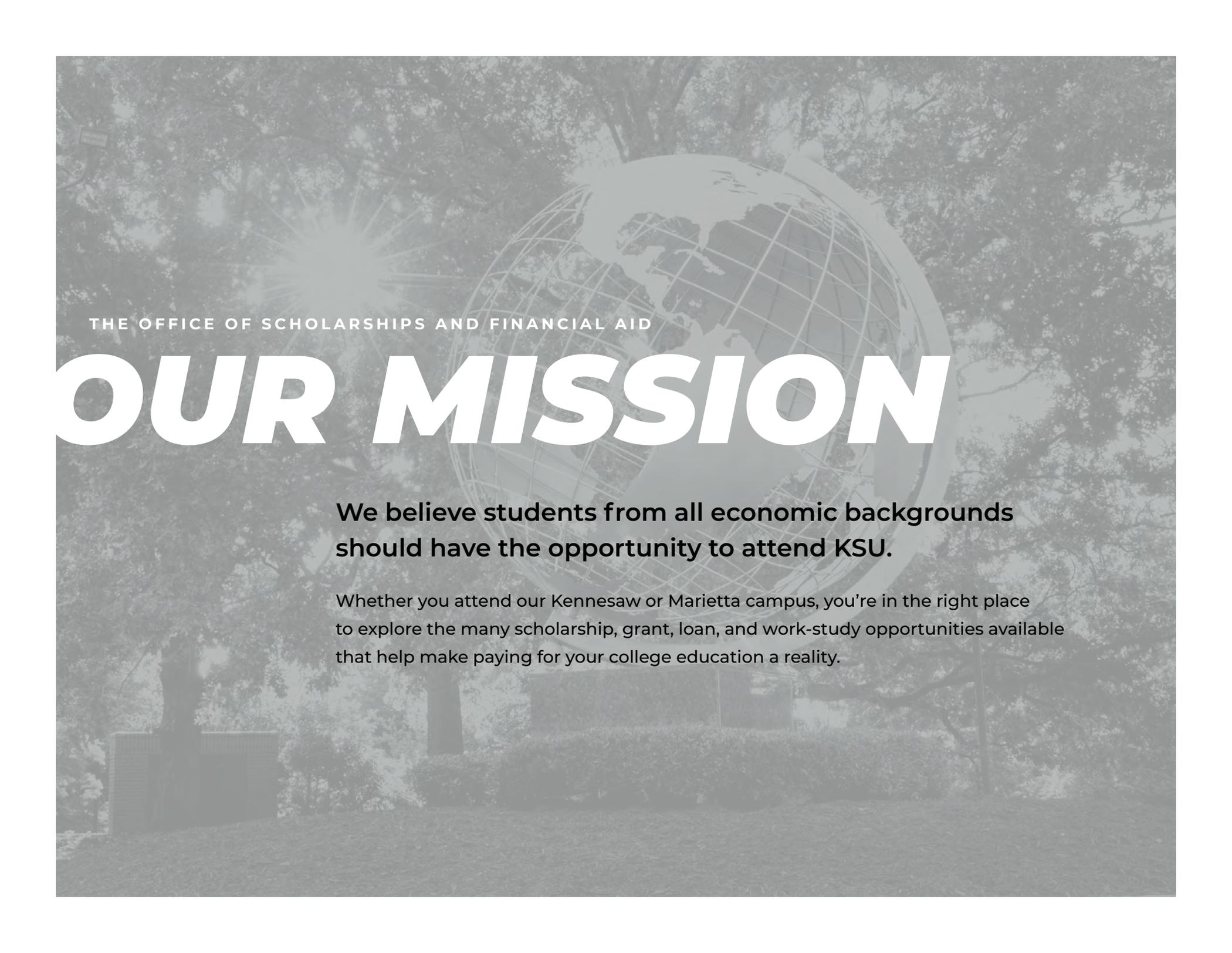


KENNESAW STATE UNIVERSITY



KENNESAW STATE  
UNIVERSITY

# SCHOLARSHIP HANDBOOK



THE OFFICE OF SCHOLARSHIPS AND FINANCIAL AID

# ***OUR MISSION***

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

Whether you attend our Kennesaw or Marietta campus, you're in the right place to explore the many scholarship, grant, loan, and work-study opportunities available that help make paying for your college education a reality.

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Hooty Hoo, Students:

Thank you for your interest in applying for scholarships at Kennesaw State University! KSU is committed to investing a substantial amount of financial support to assist you while pursuing your educational goals. You are part of a world-class institution that positively impacts the local community, the state, and the world. We are confident that you will feel the positive impact and leave a perpetual legacy in your community and area of study.

This handbook is a resource for scholarships administered by the Office of Scholarships and Financial Aid. Included are descriptions of our scholarship programs, opportunities, policies and procedures, available campus resources, and other helpful scholarship information. You can consult this handbook for guidance throughout your collegiate career.

For additional questions or information, please feel free to contact the Office of Scholarships and Financial Aid's Scholarship Team, as it is our pleasure to assist students and their families.

Again, thank you for your interest in applying for scholarships. We are glad you are part of our KSU family!

**GO OWLS!**

KSU Scholarship Team  
Office of Scholarships and Financial Aid  
Kennesaw State University  
[kennesaw.edu/financial-aid](http://kennesaw.edu/financial-aid)  
[scholarshipapps@kennesaw.edu](mailto:scholarshipapps@kennesaw.edu)

**SCHOLARSHIP  
CONTACTS**

**SARAH BAUMHOFF**  
Director of Student Support

**KARIE SEILBERGER**  
Associate Director,  
Scholarship Compliance

# OVERVIEW

This handbook is intended to provide you with KSU's policies, procedures, and guidelines regarding the selection, administration, and awarding of both external scholarships and internal Kennesaw State University Foundation Inc. scholarships.

KSU Scholarships are available and awarded through an online application process. Scholarships can be awarded based on merit or on need, as determined by the Office of Scholarships and Financial Aid using the information provided on your FAFSA application.

# SCHOLARSHIPS OVERVIEW

**KENNESAW STATE UNIVERSITY IS COMMITTED TO SUPPORTING SCHOLARS.**

## **INTERNAL SCHOLARSHIPS - KENNESAW STATE UNIVERSITY FOUNDATION INC.**

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

If you are awarded an internal scholarship funded through the Kennesaw State University Foundation, you will be encouraged to write a thank you note and attend a donor luncheon. You will receive further instructions on next steps from the Kennesaw State University Foundation or the Office of University Advancement.

## **EXTERNAL SCHOLARSHIPS**

All external scholarships must be presented to the Office of Scholarships and Financial Aid each year. The scholarship funds will be posted to your financial aid account for the corresponding semester or academic year.

Due to federal regulations regarding aid eligibility, receiving additional scholarship funds, either internal or external, may impact your eligibility for specific aid programs and require adjustments to your current financial aid package.



# SCHOLARSHIPUNIVERSE



## **APPLY FOR SCHOLARSHIPS WITH EASE**

KSU offers an easy, mobile, and personalized process that makes finding and applying for scholarships more accessible than ever. When you are ready to find scholarships, our scholarship finder, ScholarshipUniverse, will match you to the best opportunities! ScholarshipUniverse is your one-stop-shop to:

- Apply online to multiple scholarships through a personalized portal.
- View scholarship metrics to determine your chances and the effort required to apply.
- Receive alerts whenever you are matched to new scholarship opportunities.

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

## **STUDENT HOW-TO FOR SCHOLARSHIPUNIVERSE:**

- Visit [kennesaw.scholarshipuniverse.com](https://kennesaw.scholarshipuniverse.com).
- Use your [KSU NetID](#) and password to log in.
- Select the Questions tab to the left and begin answering questions about yourself, your academic plans, and your background. The more questions you answer, the more potential scholarship opportunities you can match with on your profile.
- Click the Scholarships tab on the left to view scholarships for which you meet the criteria.
- View or Apply for any scholarships displayed in your Matched section. If you are applying for an external scholarship, click the link and apply for the scholarship on the donor's website.
- Upload your resume and essay, if needed.
- Additional information will be provided for those scholarships that require the submission of writing samples or letters of recommendation.

We encourage you to research opportunities for internal and external scholarships on a regular basis. **Remember: You should never have to pay to apply for a scholarship.**

# SCHOLARSHIP POLICIES AND PROCEDURES

## **DATES AND DEADLINES FOR INTERNAL KENNESAW STATE UNIVERSITY FOUNDATION SCHOLARSHIPS**

- **FAFSA** Opens: October 1
- **KSU Scholarship Applications** Open: November 1
- **KSU Scholarship Applications** Close: March 1
- **Award notifications are sent to your KSU email by mid-April.**
- **Awards are posted to your student account on ePay before the payment deadline, and funds will be disbursed on the published disbursement date.**

*To be considered for need-based scholarships, please note that KSU's priority deadline for FAFSA completion is March 1.*

## **AWARD DISCLAIMER**

Scholarships are awarded based on qualifying criteria and scholarship applications are verified by the Office of Scholarships and Financial Aid. If you “qualify” for a scholarship, your application will be reviewed by the committee. While you may qualify for many scholarships, qualifying **does not** mean you will automatically be awarded the scholarship. Scholarship amounts are subject to adjustments based on your cost of attendance at the time of disbursement

## **DISBURSEMENT AND DISCLAIMER**

You must meet the scholarship requirements at the time of disbursement in the fall and spring semesters. The Office of Scholarships and Financial Aid will communicate directly with you through your official KSU email address.

The scholarship funds you receive must be applied to your account based on the instructions provided by your scholarship donor. For example, some donors permit funds from a single scholarship check to be split between fall and spring semester while others require the funds to be completely used during a specific term.

All information regarding scholarship offers, continued eligibility, and other requirements will be sent through your official KSU email address. Updates to your contact information can be made through processes found on the [Office of the Registrar's website](#).

## **GRADES (GPA REQUIREMENTS)**

- All internal scholarships require an overall GPA of 2.0 or higher. You must meet and maintain a minimum cumulative (institutional or transfer credits) GPA of 2.0 or higher, as evaluated by the Office of the Registrar.
- **If you earn a cumulative GPA less than 2.0, you will be deemed as “ineligible” to receive a scholarship.**

# SCHOLARSHIP POLICIES AND PROCEDURES (CONTINUED)

## ENROLLMENT

- Many **undergraduate scholarship recipients** must be enrolled at least part-time (six credit hours) or full-time (12 credit hours) at KSU.
- Most **graduate scholarship recipients** must be enrolled at least part-time (five credit hours) or full-time (nine credit hours) at KSU.
- Your eligibility is determined by the scholarship eligibility criteria provided on the signed agreement between KSU and the donor.

## CO-OPS & INTERNSHIPS

You are ineligible for scholarship assistance, federal aid, or state aid if you are in a co-op program. If you are enrolled in an internship experience, you must be enrolled full-time to remain eligible for scholarship assistance. You may lose eligibility for your scholarship if you are enrolled less than full-time or are not identified as full-time by the Office of the Registrar.

## WITHDRAWALS

If you intend to withdraw for the semester or year, you should **visit with a counselor** from the Office of Scholarships and Financial Aid to review any potential impact on your aid.



# SCHOLARSHIP POLICIES AND PROCEDURES (CONTINUED)

## SCHOLARSHIP DEFERMENT

Deferment is a process where you choose to delay your scholarship award and payments until a later semester. Deferment is not available for all scholarships and is often subject to donor approval. If your scholarship allows, you may defer payments within the same academic year for one semester for health reasons, military leave/obligations, religious mission, or academic experiential learning opportunities like co-ops, internships, or study abroad. You can request the Scholarship Deferment Form by contacting [scholarshipapps@kennesaw.edu](mailto:scholarshipapps@kennesaw.edu). You may not defer your scholarship(s) to avoid probation or suspension for failure to maintain the appropriate cumulative GPA or complete the required number of hours.

**During the deferment period, you may NOT attend another college or university. Any attempt to earn credit during your deferment period will result in the termination of the scholarship. The only exception is your participation in a KSU-approved credit-bearing study abroad program.**

## SCHOLARSHIP REINSTATEMENT

Reinstatement is the process of regaining a scholarship award after deferment or suspension. Reinstatement is not available for all scholarships. Your scholarship may be reinstated after an approved deferment, and some scholarships may be reinstated after suspension once you meet the requirements again. Payments forfeited for less than full-time enrollment or lost due to scholarship suspension are not eligible for reinstatement. You can request the Scholarship Reinstatement Form by contacting [scholarshipapps@kennesaw.edu](mailto:scholarshipapps@kennesaw.edu).

After deferment, suspension, or grade change, you must submit your reinstatement request to the Office of Scholarships and Financial Aid one week before the first day of class of the semester for which you are requesting payment. If you do not request a reinstatement before this deadline, you will forfeit that semester's amount. Request for reinstatement for previous semesters will not be considered.



# SCHOLARSHIP POLICIES AND PROCEDURES (CONTINUED)

## EXTERNAL SCHOLARSHIP FUND INSTRUCTIONS

External scholarships funds may be provided to you in the form of a check. If your scholarship is awarded to you via physical check, KSU is required to follow all instructions provided by the scholarship donor.

If your scholarship donor does NOT include instructions on how the funds should be applied to your account, you will need to complete the [External Scholarship Check DocuSign Form \(ksuhub.com/scholarshipcheck\)](https://ksuhub.com/scholarshipcheck) and deliver (via mail or drop off) your scholarship check to the Office of Scholarships and Financial Aid at:

Office of Scholarships and Financial Aid  
Kennesaw State University  
585 Cobb Avenue, MD 0119  
Kennesaw, GA 30144-5591

***Please Note: Scholarship checks take a minimum of five to seven business days to process once the check has been received by the Office of Scholarships and Financial Aid. During our peak times (May-August and December-January), we may require additional processing time due to the volume of scholarship funds received during these months.***



# SCHOLARSHIP INFORMATION EXAMPLES

The information below is provided so you may receive a very brief understanding of the various scholarship groups available at Kennesaw State University. This is not an exhaustive listing. For a list of all scholarships, visit [ScholarshipUniverse](#).

**Please Note: If you are the recipient of multiple scholarships, be reminded that each scholarship is administered separately and may have varying requirements.**

## **EXAMPLE OF ACADEMIC ACHIEVEMENT SCHOLARSHIPS**

*(contains a merit component)*

### **ANNUAL DANCE SCHOLARSHIP**

Established to provide scholarships for undergraduate students majoring in dance. A merit-based scholarship that recognizes outstanding creative work

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## **EXAMPLE OF SCHOLARSHIPS FOR STUDENTS IN STEM PROGRAMS**

### **DR. JACK LACKEY SCHOLARSHIP**

Assists a full-time undergraduate student pursuing a Bachelor of Science in Mechanical Engineering with a minimum of a 2.80 collegiate GPA who is a member of an under-served population of students. Students must have completed at least one semester at KSU to qualify for this scholarship. This scholarship contains a merit-based component.

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## **EXAMPLE OF SCHOLARSHIPS FOR STUDENTS IN FINE ARTS PROGRAMS**

### **EMILY BOURNE GRIGSBY VISUAL ARTS SCHOLARSHIP**

This scholarship will aid full-time juniors or seniors with a minimum GPA of 3.00 pursuing a degree in art with a preference given to those students in drawing and painting.

## **EXAMPLE OF NEED-BASED SCHOLARSHIPS FOR STUDENTS**

### **DR. ANN D. SMITH ENDOWED SCHOLARSHIP IN EDUCATION**

Provides support to full- or part-time undergraduate students pursuing a degree in Teacher Education or graduate students studying Educational Leadership. Financial need is restricted. This scholarship is also available to a student pursuing a degree in African and African Diaspora Studies.

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## **EXAMPLE OF SCHOLARSHIPS FOR STUDENTS WHO ARE AN UNDERREPRESENTED POPULATION**

### **AICPA ANNUAL SCHOLARSHIP**

Supports MAcc (Master of Accounting) students who are an underrepresented population in accounting. Students must have received their undergraduate degree from a University System of Georgia Historically Black College or University (HBCU). Underrepresented population to be determined by various factors, including but not limited to, socio-economic circumstances, financial need, geographic location, and individual family history.

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## **EXAMPLES OF SCHOLARSHIPS WITH COMMUNITY SERVICE REQUIREMENTS**

### **BARTOW COUNTY SERVICE SCHOLARSHIP**

The Bartow County Service Scholarship provides support to students who are residents of Bartow County who demonstrate financial need and have performed community service for a non-profit organization in Bartow County. If a student is awarded this scholarship, they must perform a minimum of 40 hours of community service per semester. Financial need is restricted.

# WAIVERS AND EXEMPTIONS



**THE OFFICE OF SCHOLARSHIPS AND FINANCIAL AID IS HAPPY TO ASSIST YOU WITH INFORMATION RELATED TO FINANCIAL AID RESOURCES.**

Tuition waivers are processed outside of the Office of Scholarships and Financial Aid. To receive information related to Tuition Classification, Georgia Residency, Military and Veteran Tuition Waivers, or Out-of-State Waivers, please contact the Tuition Classification Team in the Office of the Registrar. You can also submit documents, waivers, and forms through their [online portal](#).

The Tuition Classification team will assist you with changing your tuition classification to Resident or determining if you qualify for an out-of-state tuition waiver. They can also help you in updating your immigration status if it changes during your enrollment.

It is your responsibility to ensure that you are registered under the correct tuition classification every term. You have 30 days from the first day of school to apply to change your tuition classification for the current term. No changes will be processed after each term's deadline.

## **QUESTIONS?**

Contact:  
[tuitionclassification@kennesaw.edu](mailto:tuitionclassification@kennesaw.edu) • 470-578-5252

Kennesaw Campus • Office Hours: 8 a.m.-5 p.m.  
Office of the Registrar  
Kennesaw Hall



# ***RESOURCES***

## *RESOURCES / FORMS*



**SCHOLARSHIP FORMS CAN BE  
REQUESTED BY EMAILING**  
[scholarshipapps@kennesaw.edu](mailto: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.**



# RESOURCES / CODE OF CONDUCT

## **KENNESAW STATE UNIVERSITY CODE OF CONDUCT**

### **THE KENNESAW STATE UNIVERSITY STUDENT CODE OF CONDUCT**

All students are responsible for knowing the information, policies, and procedures outlined in this document. Kennesaw State University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to visit [kennesaw.edu/dean-of-students/scai](http://kennesaw.edu/dean-of-students/scai) for the updated versions of all policies.

### **FERPA**

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The US Department of Education defines the Family Educational Rights and Privacy Act (FERPA) as a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

#### **US Department of Education Family Education Rights and Privacy Act (FERPA)**



## 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 those who have applied 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 only for one particular academic year.
- **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 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 page 19](#).) 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 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. Institutionally 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 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. Depending upon tax law, these may need to be reported on the tax return. 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](#).



# RESOURCES / SCHOLARSHIPUNIVERSE FAQ

## Why should I use ScholarshipUniverse instead of other search engines?

ScholarshipUniverse is a one-stop shop for all your scholarship needs. This resource reviews each scholarship before it is listed within the portal, so you can apply worry-free. Nearly every department on campus uses this platform to post their scholarship opportunities. If you come across any inconsistencies or concerns about a scholarship you were matched to, you can report it through the feedback option within the portal.

## How do I log in to ScholarshipUniverse?

You can log in to ScholarshipUniverse with your **NetID** and password by visiting [kennesaw.scholarshipuniverse.com](https://kennesaw.scholarshipuniverse.com).

The first time you log in, you will have the option to provide your phone number to receive SMS text message updates regarding upcoming deadlines and other important information from ScholarshipUniverse.

## Do I have to be a student at Kennesaw State University to use ScholarshipUniverse?

Yes, you will need to be admitted to Kennesaw State University and have established your **NetID** and password in order to log in to ScholarshipUniverse. If you are a first-year student and have not yet applied to KSU, please apply now on **Common App!** All other student types, please apply on **Gafutures**.

## What types of scholarships are available on ScholarshipUniverse?

There are several types of scholarships available! You can find scholarships based on your major, minor, college, department, academic merit, financial need, hobbies, interests, affiliations, and more. Scholarships can come from two different sources. University Scholarships are internal and are offered by various departments across Kennesaw State University's campuses. External scholarships are made available by sources outside of KSU. These can be offered through local, state, or national organizations. Every scholarship posted in ScholarshipUniverse comes from a reliable source.

## How do I start using ScholarshipUniverse to find scholarships?

You first need to complete your student profile within ScholarshipUniverse by answering several questions. These questions are designed to match you with scholarships for which you are eligible. It is recommended that you first answer all available profile questions before reviewing your scholarship matches.

## How often should I visit the site?

We recommend that you log in to ScholarshipUniverse at least once a week to stay up to date on any newly-posted scholarships and have the opportunity to apply before their deadline.

During the peak scholarship application season (typically late fall through mid-spring) it is recommended you log in even more frequently.

## What are my chances of actually getting a scholarship?

Every year, thousands of scholarship dollars are awarded to Kennesaw State University students. While receiving a scholarship is not guaranteed, you can increase your chances by answering all questions within the application, writing a compelling essay, and completing other requirements as requested per scholarship.

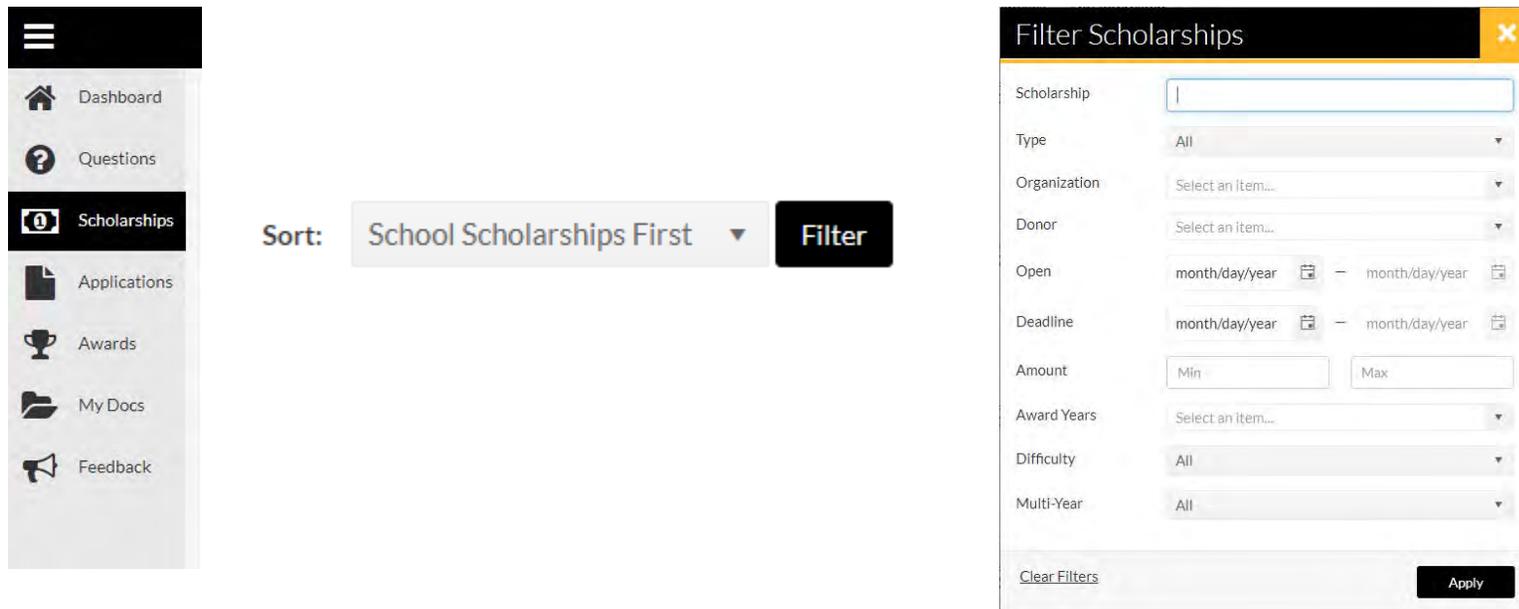
## Can I be awarded more than one scholarship? Is there a maximum amount I can receive? How much are these scholarships typically for?

Yes! Scholarship dollars are awarded to Kennesaw State University students every year. Award amounts may vary and can typically be combined with other merit scholarships along with other financial aid awards. However, you may not receive aid that exceeds the **Cost of Attendance**. If you are offered aid that exceeds your cost of attendance, you will be considered over-awarded and your aid may be adjusted appropriately, per federal regulation.

# RESOURCES / SCHOLARSHIPUNIVERSE FAQ (CONTINUED)

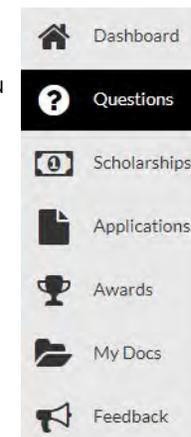
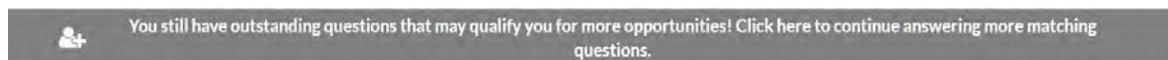
## Can I search for a specific scholarship?

Yes! You can click on the Scholarships tab and select the Sort/Filter option on the top right corner. You can sort by internal KSU Scholarships or search by name. You may also filter for specific College/Department. *Reference the screenshots provided below.*



## How many profile questions do I have to answer?

The more profile questions you answer, the more scholarships you might be matched to both now and in the future. If you have new profile questions to answer, you will see a gray bar on your dashboard. You can also view the questions you have already answered and update them by clicking on the Questions tab. *Reference the screenshots provided.*

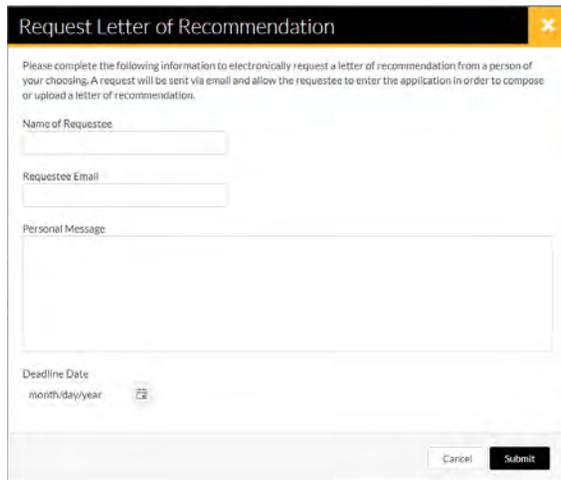


## RESOURCES / SCHOLARSHIPUNIVERSE FAQ (CONTINUED)

### How do I request a Letter of Recommendation for a scholarship?

Some KSU scholarships require one to two Letters of Recommendation. Please be sure to ask your recommender before completing your application. Let them know to expect an email from ScholarshipUniverse with instructions on how to upload your letter. All letters of recommendation must be submitted through the ScholarshipUniverse portal. No handwritten or electronic letters will be accepted.

*Reference the screenshot provided below. Helpful Hint: send your recommender your resume to help him/her write your recommendation letter.*



The screenshot shows a web form titled "Request Letter of Recommendation". It includes a header with a close button (X), a paragraph of instructions, and several input fields: "Name of Requestee", "Requestee Email", "Personal Message" (a large text area), and "Deadline Date" (with a calendar icon). At the bottom, there are "Cancel" and "Submit" buttons.

### I submitted my application already. Can I make edits to my essays or upload a different document?

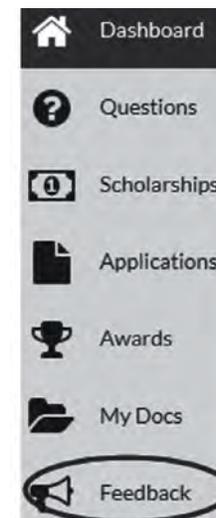
Yes, there is no limitation to the number of times a student can update their application. If you have submitted an application and then later match to additional scholarships, you will have the opportunity to either Review and Submit for the scholarships you have been matched to or start a New Application.

### I received an email stating I have to provide a thank you letter or need to accept my award in order to receive my scholarship. How do I do this?

Any outstanding tasks that you are required to complete, such as thank you letters or award acceptance, can be done directly from your ScholarshipUniverse profile under the "Action Required" section of your Dashboard. Not sure where to start? Check out the helpful tips in the email you received to help you write a more meaningful letter to your donor. Follow the prompts to submit your thank you letters or accept your award by the deadline posted.

### I'm having technical difficulties with ScholarshipUniverse. Who do I reach out to?

For any technical difficulties, we recommend you contact the Scholarship- Universe Support Team by submitting Feedback. Please be specific in describing your situation and add as much detail as possible, including error codes if applicable, so that the Scholarship- Universe team can work quickly to resolve the issue. Once your feedback has been submitted, you may be asked to provide screenshots and other helpful information to allow the Scholarship- Universe Support Team to provide you with the best support they can. *Reference the screenshot provided below.*



## RESOURCES / SCHOLARSHIPUNIVERSE FAQ (CONTINUED)

### **I received a scholarship last year. Am I required to reapply for the same scholarship or will it be renewed?**

If a scholarship is renewable, it will be noted in the criteria. Kennesaw State University Foundation scholarships do require you to reapply each year. Be sure to check your scholarship through ScholarshipUniverse or call us at 470-KSU-INFO (578-4636).

### **Who reviews my scholarship application once I submit it?**

Applications are reviewed by KSU committees responsible for awarding the scholarship and are often composed of deans, faculty, and staff.

### **How may I use my scholarship funds?**

Kennesaw State University Foundation scholarships are awarded for education expenses such as: tuition, fees, housing, books, supplies, and transportation. All funds will be disbursed by the Office of the Bursar, to your student account, which you can view in Owl Express. If you have a credit balance, the Office of the Bursar will issue you a refund based on your preferences with [BankMobile](#).

External scholarships are awarded based on the donor's criteria of expenses such as: tuition only, fees, housing, books, supplies, and transportation. This information will be provided by the donor with the submission of the external check.

### **How do I know if I am subscribed to emails and text messages?**

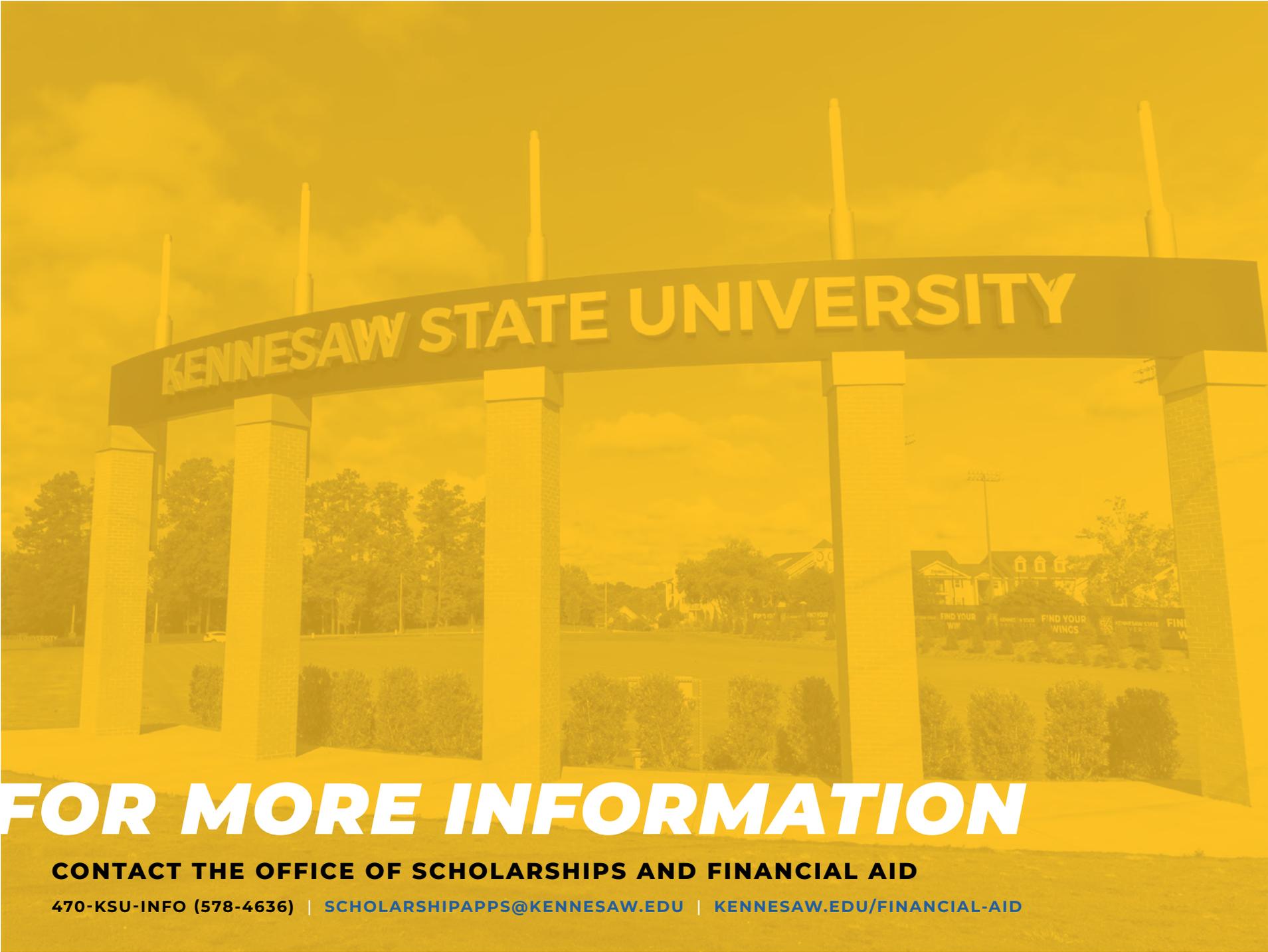
You can check to see if you are subscribed to ScholarshipUniverse by clicking on your name on the upper right-hand corner of the profile and selecting Profile.

You can view your communication preferences to see if you are subscribed and adjust your preferences accordingly.

### **When may I expect to receive funds if I am awarded a scholarship?**

All financial aid funds are released to the Office of the Bursar just before the **final payment deadline** for each semester. Half of the funds will be applied to the fall semester and half to the spring semester, unless noted by the scholarship donor. These funds will be applied to your charges in the Office of the Bursar. Once all of your charges are paid, should you have any excess funds, you will be refunded by the Office of the Bursar based on your refund preferences with [BankMobile](#).





**KENNESAW STATE UNIVERSITY**

***FOR MORE INFORMATION***

**CONTACT THE OFFICE OF SCHOLARSHIPS AND FINANCIAL AID**

**470-KSU-INFO (578-4636) | [SCHOLARSHIPAPPS@KENNESAW.EDU](mailto:SCHOLARSHIPAPPS@KENNESAW.EDU) | [KENNESAW.EDU/FINANCIAL-AID](https://KENNESAW.EDU/FINANCIAL-AID)**