Procedures for Foundation Scholarships

What is this? A new procedure and form for requesting payment of scholarships paid by a college’s, school’s, or department’s ISU Foundation Funds. A new Foundation Scholarship Reporting Form replaces the ISU Foundation Invoice Voucher for payment of most student scholarships.

Please note: This form is only to be used when you wish to use your Foundation Funds to pay for student scholarships. If you are utilizing your Foundation Fund(s) for other purposes, i.e. Program Support, Office Expenses, etc, please continue to use the regular ISU Foundation Invoice Voucher and send it directly to the Foundation Office via campus mail.

Who should follow this process/use this form? Staff in charge of processing the department’s Foundation Scholarships

When is this change effective? Please use the new process for any award you wish to make beginning with the 2008-2009 academic year.

Where can I get this new form? You can download this form from the Scholarship Resource Office website at http://financialaid.illinoisstate.edu/scholarships/department

Why the change? To assist departments in requesting payment for your ISU Foundation Scholarships and to speed up the delivery of the aid to the students while preventing conflicts with other financial aid. Departments will know in mid-March how much money they can spend on student scholarships from their Foundation Funds for the next fiscal year. We encourage departments to select scholarship recipients in the Spring, for awards to be paid out for the upcoming Fall/Spring terms. This will assist in recruiting and retaining students as well as avoiding financial aid repayments.

How does the process work? Complete the necessary information on the reporting form, send the Excel document as an attachment and attach a scanned version of the signed copy to Scholarships@IllinoisState.edu. We will take care of the rest. We will be able to identify any conflicts with other financial aid early, credit the scholarship to the student’s account, and request the payment from the Foundation on your behalf.

What if the administrative agreement signed by the donor specifies a graduating senior or is otherwise incompatible with awarding in the next fiscal year? Send a list of possible recipients of the award to the Scholarship Resource Office (SRO). The SRO will identify which students still have room left in their budgets. Select the student you wish to receive the award and complete the Foundation Scholarship Reporting Form.

What should we do at our Awards Ceremony where we used to distribute checks? We can supply you with a certificate template that you can personalize and use in place of a check or you can design your own award recognition. If the administrative agreement requires you to physically hand a check to the student, then you need to notify the SRO that you will be using the old voucher process through the Foundation Office.
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1) Go to the Scholarship Resource Office website
http://financialaid.illinoisstate.edu/scholarships/department to download the reporting form.

2) Data enter the required information into the form using Microsoft Excel

Review the sample document for more assistance. See the 2nd example on the sample spreadsheet – the Ferne Hindshaw Hardt Fund is being used to assist in covering a portion of the Theresa Madigan scholarship.

3) Once the form is completed:
   a. Print the document and have the Fiscal Agent sign & date the form
   b. Scan the signed document
   c. Email the completed Excel document and the signed document as an attachment to the Scholarship Resource Office email address: Scholarships@IllinoisState.edu. We need the actual Excel document for billing purposes not just the scanned/signed version.
   d. Please use the format below when sending your email:

      To: Scholarships@IllinoisState.edu
      Subject: Foundation Scholarship Reporting Form – (Department Name)

Please Note: You can put multiple students & multiple Funds on one form and have multiple pages. However, please put different semesters on separate forms, especially if there are several students listed.

Once a department has selected a student for a scholarship you can complete and submit the forms. Once the forms are processed by the Scholarship Resource Office, we will credit the student’s account immediately. If a refund is to be generated to the student, it will be sent to the student once the payment is received by the Student Accounts Office from the Foundation Office.

If recipients are selected early enough, we can add their potential award to their financial aid award letters which are sent out in April (for incoming freshman) and in May (for continuing students). Departments will still retain the ability to withdraw a scholarship at any time if the student does not meet your criteria: does not enroll, low GPA, changes majors, does not complete required course/activities, etc.

If you have any questions you can contact the Scholarship Resource Office staff:
Main number, 438-2740; email: Scholarships@IllinoisState.edu
Marie Gillibrand, 438-5210, mhmowre@ilstu.edu
Jennifer Fissel, 438-2741, jmfisse@ilstu.edu

Procedures for Foundation Scholarships - revised 8-30-13
Reporting Form Fields

1 Department / College Name
   Please type in your department name as well as your college name in this cell

2 Fiscal Year
   Please enter the academic year for which the scholarship will be awarded;
   i.e. FY14 = 2013-2014

3 Dept #
   Enter the 3-digit code identifying the University department

4 Foundation Fund #
   Enter the 4-digit code identifying ISU Foundation Fund

5 Fund Name
   Enter the Foundation Fund name (Used for billing purposes for the Foundation Office)

6 Scholarship Name
   Enter the name of the scholarship for which the Fund is being used (if different from Fund name). Some departments use various Funds to cover one scholarship. This field allows you to distinguish which award is being funded. (This information will be used for billing purposes with Student Accounts)

   See the 2nd example on the sample spreadsheet – the Ferne Hindshaw Hardt Fund is being used to assist in covering a portion of the Theresa Madigan scholarship.

7 Student Name
   Recipient(s) name

8 UID #
   9-digit University Identification number, always begins with the # 8

9 Semester Given
   Semester for which the scholarship is to be credited to the student’s account
   Enter the following YYS (year, year, semester)
   3-digit number; examples below are for FY14, academic year 2013-2014
   Fall semester = 4; i.e. 134
   Spring semester =1; i.e. 141
   Summer semester = 2; i.e. 142

10 Award Amount
   Total dollar amount to be awarded to the respective student for that semester

11 Prepared by            Date
   Please enter the name of the person completing the form (i.e. office secretary; professor, etc) and enter the date the form was completed

12 Fiscal Agent Name      Date
   Please have the fiscal agent sign their name and then date the form. This will serve as verification that this process was initiated by the fiscal agent.

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