Alumni Association Club Guide to Scholarships

- Each spring, clubs submit the scholarship request form detailing the name of the recipient and amount of each scholarship and include the signatures or all selection committee members. The request is for the upcoming fall and spring semesters. **THESE FORMS ARE DUE NO LATER THAN JULY 1.**

- *Note: Due to the requirements set forth by the Foundation, this form must be returned before any scholarships are awarded.*

- The University of Oklahoma matches every scholarship in the form of a tuition waiver up to $2,500 a year ($1,250 each semester).

- The Alumni Association will submit all necessary documentation to Financial Aid to process the tuition waiver and to the OU Foundation to process the disbursement to each student’s Bursar account.

- Scholarships will be disbursed into Bursar account based on the disbursement date of the term, and after fulfilling any additional scholarships requirements, including enrollment. If scholarship funds remain after the bursar’s account has been paid, the Office of the Bursar will process checks directly to the students.

Clubs determine scholarship amounts and recipient provided the awards comply with the club’s fund agreement and every effort has been made to exclude any possible conflict of interest in the selection process. **No family member of any scholarship recipient or candidate should participate in the scholarship selection process.** Club fund agreements with the OU Foundation require that no donor to the fund receive benefit from it. Therefore, it is important that **no parent of a student considered for a club scholarship award be a donor to the club’s fund.**

- Scholarship award notifications **MUST BE SUBMITTED BY THE CLUB PRESIDENT OR SCHOLARSHIP OFFICER OF RECORD** to the appropriate club manager.
- No award notifications should be made to students until the OU Alumni Association staff (your club manager) has verified the amount required is available to the club in a Foundation account.
- When announcing/notifying scholarship winners the following should be made explicitly clear:
  - The matching portion of any club scholarship, provided by OU, is applicable ONLY as a tuition waiver. For students receiving other scholarships or tuition waivers, the **OU CLUB MATCH WILL ONLY COVER TUITION AS NEEDED. THE OU CLUB SCHOLARSHIP MATCH IS NOT APPLICABLE FOR FEES, HOUSING CHARGES, BOOKS OR ANY PURPOSE OTHER THAN TUITION.**
• The portion of the award provided by the OU Alumni Club is deposited directly in to the student’s OU Bursar Account.

• Both club portions and matches are split equally between fall and spring semesters unless the club makes other arrangements through the club manager.

• Scholarships not claimed by students who do not ultimately attend OU or transfer out halfway during the award period etc. are returned to the club's Foundation account.

• No outside body can award scholarships. Club scholarships must be awarded by the governance of the club.

• Find forms for submitting scholarship awards at http://www.ou.edu/content/alumni/clubs/club_resources.html

• Scholarship Application: The Alumni Association has provided a scholarship application template. If the club chooses, they may use their own scholarship application. However, the club must at a minimum include the information requested in the template.

• Please make sure the club’s specialized template has been approved by the Alumni Association and is on file in the OU Alumni Association. For approval please send your template to Jill Stephens at jills@ou.edu.

• Confidentiality Agreement: The confidentiality agreement must be completed and faxed or emailed to the Alumni Association in order to use OU’s Freshman Scholarship Application for use in the scholarship selection process.

• Once the scholarship recipients have been chosen, the club is responsible for destroying or shredding all student information the club has received. The Freshman Scholarship Application Process is offered to the clubs/societies to help with the Club Scholarship selection process. With the help of OU’s Recruitment Services, the Alumni Association can provide your club with a list of students from your area who have been admitted to OU. The club can review that list and award scholarships that meet the criteria set forth by the club.

• For more information about this process please contact Jill Stephens at jills@ou.edu or (405) 325-2056.