

**Scholarship/Award/Prize/Loan Agreement**  
**San Francisco State University**  
**Office of Student Financial Aid**

The Scholarship Agreement is a required SF State document. Complete and submit to the Office of Student Financial Aid in order to have the scholarship entered into AcademicWorks (AW) to begin the scholarship process. The "Scholarship Description" in AcademicWorks can ONLY be populated or updated by the Financial Aid office. Please do not make any changes without submitting this form or the scholarship agreement change form.

AcademicWorks is the University system of record for administering scholarships/fellowships, awards, prizes, forgivable loans, and its use is mandatory. Use the "apply-to" feature for scholarships that require answering of questions or submissions. Use the "auto-match" feature for scholarships/awards that do not require answering of questions or submissions (e.g., nomination based scholarships).

Name of scholarship/award/prize/loan \_\_\_\_\_  
Year established \_\_\_\_\_

**Account Location and Fund number:**

University Corporation, Fund # \_\_\_\_\_

University Fiscal Affairs, Fund # \_\_\_\_\_

**Does the scholarship/award/prize/loan have a related endowment?**  Yes  No

SF State Foundation Endowment Fund # \_\_\_\_\_

Current Endowment Amount \$ \_\_\_\_\_ Year Endowment Established \_\_\_\_\_

**Does the scholarship and/or endowment have a donor Gift Agreement?**  Yes  No

Year Gift Agreement signed \_\_\_\_\_

**Project Director** \_\_\_\_\_ Extension \_\_\_\_\_

Title \_\_\_\_\_ College \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Dept/Office \_\_\_\_\_

**College/Office/Dept. Contact** \_\_\_\_\_ Extension \_\_\_\_\_

Title \_\_\_\_\_ College/Office/Dept. \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Fax # \_\_\_\_\_ Campus Address \_\_\_\_\_

**Academic Works Opportunity Administrator(s)** (AW OA) who will be given AW access to manage the scholarship process on-line. If assigning more than 3 AW OAs, please attach a separate sheet listing the information below. *If granting "View Only" access, check the view only box.* **Keep our office up-to-date of any changes by completing the scholarship agreement change form.**

Name & SF State ID \_\_\_\_\_ E-Mail \_\_\_\_\_

View Only

Name & SF State ID \_\_\_\_\_ E-Mail \_\_\_\_\_

View Only

Name & SF State ID \_\_\_\_\_ E-Mail \_\_\_\_\_

View Only

**Note:** The shaded information below will be made available to current and future SF State students via the SF State AcademicWorks scholarship web page, <https://sfsu.academicworks.com/opportunities>.

**SF State Scholarship/Award/Prize/Loan Agreement, Page 2 of 4**

**Contact for student inquiries:** (use general office contact information)

Contact Person/Department \_\_\_\_\_ Phone number \_\_\_\_\_

College/Office/Dept. \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Campus Address \_\_\_\_\_

**College/Office/Dept. web page promoting scholarship. If none, put N/A.**

http:// \_\_\_\_\_

**Intent of scholarship/award/prize/loan:**

**1. APPLICATION PROCEDURES - Describe how each of the following items will be managed:**

**A. Applicant Pool:** (how potential candidates are identified or nominated)

**B. Types of Publicity:** (how potential candidates are notified of the award/scholarship/prize/loan opportunity)

**C. Application Availability and Return Procedures:**

Apply on-line through SF State Academic Works, <https://sfsu.academicworks.com/>.

- **Apply-to scholarships:** Students complete the General application, answer supplemental questions on-line.
- **Auto-match scholarships (e.g., nomination based scholarship):** Students complete the General application on-line and nothing else.

**Application period:** Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_

**2. SELECTION PROCEDURES**

**A. Student Eligibility Criteria:**

**Major(s)**  Any  Single (list major and/or minor) \_\_\_\_\_  
**and/or**  Multiple (list ALL majors and/or minors) \_\_\_\_\_  
**Minor(s)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SF State Scholarship/Award/Prize/Loan Agreement, Page 3 of 4**

**Class level** (check all who are eligible to apply):  High School Senior  Freshman  Sophomore  Junior  Senior  
 Graduating Senior  Credential  2nd BA  Masters/MFA  
 PhD  Other \_\_\_\_\_

**SF State Student Status:**  Continuing SF State student  Currently enrolled new admit  
 Entering student  
 Continuing and entering students can apply

**Minimum Cumulative GPA:** High School \_\_\_\_\_ Undergrad \_\_\_\_\_ Grad \_\_\_\_\_  
**OR SF State GPA:** Undergrad GPA \_\_\_\_\_ Grad GPA \_\_\_\_\_  No minimum GPA required

**Citizenship** (check all that apply):  US Citizen  Permanent Resident  International Student  Any

**Does scholarship require “Financial Need” as determined by the Free Application for Federal Student Aid (FAFSA)? (must be US Citizen or Permanent Resident)**  Yes  No

**Does scholarship require “Financial Need” as determined by the California Dream Act Application? (undocumented AB540 students)**  Yes  No

If yes to either “Financial Need” questions above, must contact Financial Aid prior to selecting recipients to determine if applicants meet this requirement.

**Minimum Enrollment requirement to receive award:** **Undergraduate/2<sup>nd</sup> BA** -  full-time (12)  9 units  half-time (6)  7 units  
 3 units  1 unit  
**Graduate/Credential** -  full-time (\_\_8 or \_\_9)  half-time (\_\_4 or \_\_6)  
 3 units  1 unit

OK to include College of Extended Learning units as part of above enrollment requirement

**Additional Criteria:** (e.g., major GPA, community involvement, number of units completed, etc.)

**B. Selection Committee Composition** (a minimum of 3 persons) - Donors should not be on the selection committee:

