

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>.

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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) _____

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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/2nd 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:

