



**Policy Chapter:** Chapter 7 Student Affairs

**Policy Number and Title:** 07.005 Coordination of University Scholarship Administration

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**I. Policy Statement**

Student Financial Aid & Scholarships (SFAS) coordinates all awards to University of North Texas (UNT) students to ensure cost of attendance and federal, state, and institutional regulations are met.

**II. Application of Policy**

All University.

**III. Policy Definitions**

**A. Student**

“Student,” in this policy, means anyone actively enrolled in at least one semester credit hour (SCH) during a given enrollment term. Student also includes individuals between academic terms that completed the most recent term and registered for the upcoming term.

**B. Scholarship and Award Opportunity**

“Scholarship and Award Opportunity,” in this policy, means institutional or donor funded program available to assist students with educational expenses associated with their degree.

**C. Educational Resources**

“Educational Resources,” in this policy, means any program funds available to assist a student with educational expenses associated with their degree.

**D. Formula-Funded Course**

A “Formula-Funded Course,” in this policy, means a course whose funding adheres to a mathematical formula which determines the allocation of resources to higher education institutions.

**IV. Policy Responsibilities**

**A. General Criteria**

UNT encourages students to apply for all scholarship and award opportunities available. Students must meet all applicable federal, state, donor, and institutional requirements for scholarship eligibility and aid administration. The dollar value of all educational resources must be coordinated with the student’s estimated cost of attendance as determined by the SFAS office. The awarding entity will ensure all donor criteria has been met. In the administration of awards, no person will be subject to discrimination on any basis prohibited by [UNT Policy 16.004 Prohibition of Discrimination, Harassment, and Retaliation](#), including,



but not limited to: race, color, national origin, religion, sex, age, sexual orientation, disability, or veteran status.

### ***B. Available Scholarship and Award Opportunities***

#### **1. Scholarship Application Process**

Information regarding available institutional scholarships and the application process can be found at the [SFAS Scholarship web site](#). Students may be considered for UNT scholarship opportunities based on their admission application materials. Students may apply for scholarship and award opportunities by completing the [General Scholarship Application](#) available on the SFAS website, and may also apply for scholarship and award opportunities available through the college or school of the student's major, minor, or other departments based on a student's individual interests.

#### **2. External Scholarships & Awards**

Private organizations such as parents' employers, fraternal organizations, and business or professional groups can often provide external scholarship and award opportunities. Students are encouraged to research external scholarship and award opportunities through non-fee based reputable search sites. Students are required to notify SFAS when external funding is received.

### ***C. UNT Scholarship and Award Opportunity Administration***

SFAS must make available timelines and procedures for administering scholarship and awards, which include the following elements:

1. application development and promotion;
2. approved awarding-committee structure;
3. established and documented appeal process;
4. recipient selection and notification; and
5. recipient acknowledgement of award terms and submission of award information to SFAS, including competitive waiver(s) when applicable.

Each awarding department is required to conduct internal audits to document adherence to the above established procedures and timelines.

### ***D. Competitive Scholarships***

#### **1. Nonresident Tuition Waiver**

Receipt of an institutional competitive scholarship of \$1,000 or higher allows a qualifying nonresident or international students to pay the Texas resident tuition and fee rate for formula-funded courses while in receipt of the waiver. The \$1,000 minimum



cannot be a combination of several smaller scholarships and individual's scholarship award must be at least \$1,000 to qualify. SFAS may be contacted for additional information.

2. Institution Control of Awarding & Funding for Competitive Scholarship Waiver

The institution must control the awarding process and funding of the scholarship for it to qualify for the competitive scholarship waiver.

3. Additional Requirements for Competitive Scholarship Waiver

To qualify for the competitive scholarship waiver, the student must compete with other students for the scholarship (including Texas residents), be subject to nonresident tuition charges, and, if not exempt, meet Selective Service registration requirements.

4. Limits of Waiver

The waiver may only be applied toward courses for which UNT receives formula funding. The competitive scholarship waiver lasts for the period of the scholarship, up to an academic year, but cannot exceed 12-months nor cross academic years. A competitive scholarship waiver is not renewable; however, a student may receive a competitive scholarship waiver in a subsequent year based on receipt of another competitive scholarship.

If a competitive scholarship is terminated during a term, the student may retain the competitive scholarship waiver for that term but will not be eligible for waiver in the next term of enrollment unless another competitive scholarship is received.

5. Maximum Number of Waivers

The total number of competitive scholarship waivers awarded by UNT must not exceed five percent of the total number of UNT students enrolled in the same term in the prior year. Final approval and application of competitive scholarship waiver is completed by SFAS to monitor compliance with the overall limit.

6. Waiver Ineligibility for Newly Created Scholarships

By action of the Faculty Senate (November 12, 1986), recipients of any newly created competitive scholarship established within thirty (30) days of the beginning of a term or summer are ineligible for a competitive scholarship waiver of nonresident tuition during the first term or summer the scholarship is in existence. Any exceptions to this rule must be approved by SFAS and the Vice President for Enrollment.

7. Publication of Criteria for Graduate Competitive Scholarships

Graduate competitive scholarship criteria must be published at least one-year in advance of awarding. All competitive scholarship opportunities must be published and



available to the public in advance of application requirements and deadlines.

8. Publication of Opportunity & Criteria

The scholarship opportunity and the applicable criteria must be made public, via the University catalog or website, in advance of application requirements and deadlines. The scholarship must be awarded by a UNT scholarship committee officially recognized by the administration and be approved by the Texas Higher Education Coordinating Board.

9. Factors for Awarding Competitive Scholarships

Competitive scholarships must be awarded in accordance with factors as set forth in this policy, scholarship administrative procedures from SFAS, and in accordance with Texas law.

***E. UNT Competitive Scholarships Committees***

1. Establishing a Scholarship Committee and Pre-requisite for Awarding Scholarships

Competitive scholarships may be awarded by an established UNT scholarship committee. To establish a new UNT scholarship committee, the applicable department or committee must submit the process in writing and have it approved by SFAS and the Office of General Counsel. Prior to awarding any scholarships the committee must contact Financial and Scholarships for publishing requirements.

2. Competitive Scholarship Committee Responsibilities

Scholarship committees outside of SFAS are required to:

- a. have at least three (3) members;
- b. vote to select scholarship recipients; and
- c. keep minutes of committee proceedings.

3. Department Responsibilities

A department issuing a competitive scholarship eligible for the competitive scholarship waiver must maintain internal documentation to demonstrate that the requirements of a competitive scholarship waiver have been met.

Scholarship and award opportunities that do not include Texas residents in the applicant pool are not considered competitive scholarships and cannot provide a waiver of out-of-state tuition. External scholarships (non-university awarded and/or funded) are not eligible for the competitive scholarship waiver.

4. Departmental Scholarship Procedures



To ensure that awards are disbursed to students in accordance with federal, state, donor, and institutional requirements, and for audit purposes, each awarding department is responsible for maintaining internal procedures and documenting in detail its:

- a. process for application development and scholarship promotion;
- b. process for approving awarding committee structure;
- c. process for appeals;
- d. process for recipient selection and notification
- e. process for recipients’ acknowledgements of award terms; and
- f. process for recipients’ submissions of award information, including competitive waiver(s).

**V. Resources/Forms/Tools**

[General Scholarship Application](#)

**VI. References and Cross-References**

[19 Tex. Admin. Code §21.2263](#)

[3 Tex. Educ. Code § 51.842](#)

[3 Tex. Educ. Code §51.9095](#)

[3 Tex. Educ. Code §54.213](#)

[UNT Policy 16.004, Prohibition of Discrimination, Harassment, and Retaliation](#)

**VII. Revision History**

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| Policy Contact: | Asst VP Student Financial Aid   |
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