

Policies of the University of North Texas	Chapter 07
07.005 Coordination of University Scholarship Administration	Student Affairs

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.

Application of Policy. The policy applies to the whole University.

Definitions.

1. **Student.** “Student” means anyone actively enrolled in at least one SCH (semester credit hour) during a given enrollment term. Student also includes individuals between academic terms that completed the most recent term and registered for the upcoming term.
2. **Scholarship and Award Opportunity.** “Scholarship and award opportunity” means institutional or donor funded program available to assist students with educational expenses associated with their degree.
3. **Educational Resources.** “Educational resources” means any program funds available to assist a student with educational expenses associated with their degree.

Procedures and Responsibilities.

- I. **General Criteria.** UNT encourages students to apply for all scholarship and award opportunities available. Most scholarship and award opportunities have a deadline for application and other specific criteria that must be met. The dollar value of all educational resources must be coordinated with the student’s estimated cost of attendance as determined by SFAS. In the administration of awards, no person shall be subject to discrimination on any basis prohibited by UNT Policy 16.004, Nondiscrimination/Equal Opportunity, Affirmative Action, and Non-Retaliation, including but not limited to race, color, national origin, religion, sex, age, sexual orientation, disability or veteran status.

Responsible Party: Student Financial Aid & Scholarships (SFAS)

- II. **Available Scholarship and Award Opportunities.** Students may compete for scholarship and award opportunities by completing the [General Scholarship Application](#) available on the SFAS website.

Scholarship and award opportunities may be available through the college or school of the student’s major/minor, and through other departments based on a student’s individual interests. For example: Toulouse Graduate School has scholarship and award opportunities available to graduate students. Students are encouraged to seek departmentally administered scholarship and award opportunities. Private organizations

such as parents' employers, fraternal organizations, and business/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. It is the student's responsibility to notify SFAS when external funding is received.

Responsible Party: UNT Students

- III. UNT Scholarship and Award Opportunity Administration. SFAS shall publish on a dedicated [website](#) guidance regarding standardized timelines and procedures for administering scholarship and awards, which include the following elements: application development/promotion, approved awarding committee structure and established/documented appeal process, recipient selection/notification, recipient acknowledgement of award terms and submission of award information to SFAS, including competitive waiver(s) as applicable. Each awarding department shall maintain internal audit reference to document that established procedures and timelines are utilized.

Responsible Party: Student Financial Aid & Scholarships (SFAS)

- IV. Competitive Scholarship Waivers. The Texas Education Code, Section 54.213 provides for a competitive scholarship waiver of nonresident tuition charges for a nonresident or international student who receives a competitive scholarship totaling at least \$1,000 (the \$1,000 can be a combination of several smaller scholarships or a single UNT scholarship). A competitive scholarship waiver allows the qualifying student to pay tuition and fee charges required of Texas residents without regard to the length of time the student has resided in Texas.

In order to qualify as a competitive scholarship for purposes of the waiver, the student must compete with other students, including Texas residents, for the scholarship, be subject to nonresident tuition charges, and the scholarship must be awarded by a scholarship committee officially recognized by the administration and be approved by the Texas Higher Education Coordinating Board under criteria developed by the Board. Competitive scholarships must be awarded in accordance with factors as set forth in this policy according to Section 51.842(d) and published in the catalog of the University or the catalog or website of the awarding college, school or department at least one year before the date that any scholarship application becomes available.

Competitive scholarships may be awarded by an established UNT scholarship committee. Committees awarding competitive scholarships have at least three members, vote to select recipients and keep minutes of committee proceedings. A committee awarding competitive scholarships under an alternative process must set out the process in writing and have it approved by SFAS and the Office of General Counsel, and meet the one-year publishing requirement prior to any awarding of scholarships. A department issuing a competitive scholarship waiver must maintain internal documentation to demonstrate that the requirements of a 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 tuition. External scholarships (non-university awarded and/or funded) are not eligible for the competitive scholarship waiver.

A waiver based on a competitive scholarship award lasts for the period of the scholarship (up to an academic year). A student who qualifies for a competitive scholarship waiver during fall and spring may also qualify for the waiver during the summer term if the award is made for an 'academic year.' A recipient must be notified in writing by the department of the term(s) in which a waiver is in effect. If a scholarship is terminated, the corresponding waiver is also canceled automatically. If a scholarship is to be issued in multiple disbursements and is less than \$1,000 when an award is terminated, a student does not owe a refund for the tuition that has been waived, since the waiver was granted in good faith. However, the waiver shall be canceled for the term(s) for which the scholarship is no longer applicable. A competitive scholarship waiver is not applicable from one academic year to another; a student must qualify for the waiver each academic year.

If a scholarship recipient is concurrently enrolled at more than one public institution in the State of Texas, a waiver of nonresident tuition is only effective at the institution awarding the scholarship. An exception for this rule exists for a nonresident or international student who is simultaneously enrolled in two or more public institutions of higher education in the State of Texas through a program offered jointly by the institutions under a consortium agreement. If one of the consortium schools awards the student a competitive scholarship waiver in accordance with the Texas Education Code, then the student is also entitled to a waiver at the other institution(s).

Each awarding department is responsible for maintaining internal procedures detailing application development/promotion, approved awarding committee structure and established/documented appeal process, recipient selection/notification, recipient acknowledgement of award terms and submission of award information, including competitive waiver(s) to ensure that awards are disbursed to students in accordance with federal, state and institutional regulations and for audit purposes.

The total number of UNT students paying resident tuition on the basis of competitive scholarship waivers for a particular term may not exceed five percent of the total number of UNT students enrolled in the same term in the prior year.

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 Student Financial Aid and Scholarships and the Vice President for Enrollment.

Responsible Party: Student Financial Aid & Scholarships (SFAS)

References and Cross-references.

UNT Policy 16.004, Nondiscrimination/Equal Opportunity, Affirmative Action, and Non-Retaliation

Texas Education Code, Section 54.213

Texas Education Code, Section 51.842

Forms and Tools.

[General Scholarship Application](#)

[SFAS dedicated website](#) – scholarship processing information

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