



CHAPTER/NETWORK SCHOLARSHIP AWARD PROCESS

Proposed Recipients List – **Deadline: May 1**

Chapters/Networks must submit a Proposed Recipients List to the Scholarship Department **BEFORE** offering any students a scholarship. This step is necessary so we can confirm each applicant's eligibility. Our department checks the weekly updated admission file to see if a student has cancelled their admission since the review period was opened.

Attached is an Excel template where your Chapter/Network may list the proposed slate of recipients. If your Chapter/Network has multiple endowments, please list the scholarship name in the appropriate column. Our department will ensure the proposed recipient for a specific endowment meets the eligibility criteria.

Please include alternates. This will help the Chapter/Network quickly offer a scholarship to a new recipient should an initial recipient decline a scholarship offer.

Our department will approve the Proposed Recipients List and send the spreadsheet back. Once the Chapter/Network receives approval from our department, the Chapter/Network can move forward with offering scholarships to recipients.

Notifying Recipients

After receiving notification from the scholarships department, your Chapter/Network should reach out to each selected recipient via email or phone to offer the scholarship to the student. Be sure to ask for a decision by a certain date. If a student accepts the scholarship, please let the student know they will receive the official acceptance documents from our office within the next couple of weeks. If a student declines, the Chapter/Network can decide whether to offer a scholarship to an alternate.

Prior to May 1, some students may still be deciding which university to attend. Some students may not readily accept a scholarship until closer to May 1, if not, soon after once they have made their university decision. As a reminder, a paid enrollment also does not guarantee that a student will be attending. Many students pay multiple enrollment deposits to reserve a spot at a university while extending their decision deadline. UT will no longer be sharing enrollment deposit data with the Exes.

Once the Chapter/Network receives verbal confirmation from the recipients, the Chapter/Network should submit their Scholarship Report Form.

Sample Scholarship Offer Language:

“The Texas Exes (insert Chapter name) Chapter is pleased to offer you a scholarship to attend The University of Texas at Austin. The scholarship valued at \$ (insert dollar amount) and is a (one-time or renewable) scholarship award. Please let me know by x date if you plan to attend UT and accept this scholarship. If you accept the scholarship, your name will be given to the Texas Exes Scholarship Department and they will send your official acceptance documents.”

Scholarship Report Form – Deadline: May 15

The Scholarship Report Form should include the finalized list of recipients for the Chapter/Network. At the time of submission, the Chapter/Network should have already confirmed with each student that they are accepting their scholarship.

Chapters/Networks will receive the link to the Scholarship Report Form when our department sends back the Proposed Recipients List. Please note that the Scholarship Report Form has multiple pages and includes:

- Scholarship payment breakdown
- Academic scholarships for new recipients
- Academic scholarships for current recipients who receive a renewable scholarship
- Camp Texas fee waivers
- Texas Exes student memberships

Supplemental Funds – Deadline: May 15

If a Chapter/Network chooses to supplement their funding for scholarship award(s), the supplemental funds should be submitted in the form of a check to the following address:

Texas Exes
Attn: Scholarship Department
P.O. Box 142309
Austin, TX 78714

Please be sure to include the Chapter/Network name either on the memo line of the check or in some other fashion in the correspondence with the check.

All Supplemental funds should be accompanied with a **Supplemental Fund Donor List** shared with Report Form link. This will allow us to correctly code each donor’s gift to their account.

Additional Information:

Please note, the Scholarship Department **will not** contact a recipient until any supplemental funds have been received and verified. Once this has taken place, our department will send a formal scholarship notification to the recipient. This formal notification will include actions items necessary to officially accept the scholarship.

On occasion, a recipient will change their decision after accepting a scholarship. If this happens, our department will notify the Chapter/Network. If the recipient's scholarship funds were from the endowment, account held in Austin, or supplemental check, the funds will be placed back into the Chapter/Network account held in Austin (funds from an endowment will be re-invested). We are unable to return funds back to a local chapter/network account.

Questions? Scholarships@texasexes.org or (512) 840-6495