UMBC Department Scholarships
Office of Financial Aid & Scholarships (OFAS)

For UMBC faculty and staff requesting to award department scholarships to degree-seeking students for the current semester’s enrollment at UMBC.

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1. **Checking Eligibility**

If Departments have multiple candidates or need more information in determining if a student is eligible to receive a scholarship, they should submit the *Candidate Eligibility Form* prior to submitting a disbursement request.

**1a. Submitting the *Candidate Eligibility Form***:

- Departments should complete one *Candidate Eligibility Form* per scholarship. Multiple students can be submitted per scholarship.
- The review will determine if the student demonstrates financial need as determined by the FAFSA, and if the student is eligible to collect additional scholarship funding.
- Submitting the eligibility form is not a request for posting of funds to the student’s account. This form is intended as a reference only.

[http://www.umbc.edu/financialaid/deptschol/](http://www.umbc.edu/financialaid/deptschol/)
1b. Entering Scholarship Details:
The Department is required to list out all details of the scholarship. The form must be completed in full to be reviewed by OFAS.

- A contact person and their email address must be listed in case more information is needed.
- The maximum dollar amount per award must also be listed, to determine if each individual student is eligible for that award amount.
- The Department must indicate whether financial need is a factor or not for eligibility.
  - Need will be determined by the student’s FAFSA, and will be reported as “high,” “moderate,” or “low.”
1c. Entering Top Candidates:

- Additional students can be added by clicking on the + button.

Once the Department has entered all candidates, the form can then be submitted.

- The form can be submitted by clicking the Submit button.
- The form can be cleared by clicking the Reset button.

1d. Successful Submission:

The Submit button must be selected to send the form to OFAS for review. Upon successful submission a confirmation screen will be displayed.

*An email response will be sent to the contact person listed within 5 business days.

- Return Address: finaid-do-not-reply
- Email Subject: Department Scholarship Candidate Eligibility

UMBC Department Scholarships
Candidate Eligibility Form

Thank you for submitting your candidates for the TEST award.

An email response will be sent to the contact person you specified within 5 business days. The eligibility response will provide the following information:

- **Financial need:** If the department's scholarship criteria includes financial need, a response of 'high', 'moderate' or 'low' will be provided based upon the student's FAFSA. This does not take into account other awards the student is receiving.

- **Eligibility to collect additional scholarship:** Determined based on the current aid package. This will advise the department if the additional scholarship will impact aid the student is already receiving.

For additional information and next steps, please head back to our website.
2. Requesting Disbursements

Once departments select an eligible student candidate to receive the award, they must submit the Award & Disbursement Request Form.

2a. Submitting the Award & Disbursement Request Form:

- Departments should complete one Award & Disbursement Request Form per student. If there are multiple awards, one form must be completed for each student.
- The Award & Disbursement Request Form should be completed for all funding sources, including the USM Foundation (excluding GAANN).
  - If funding is from the USM Foundation, the USM Foundation Disbursement Request Form must be completed in addition to the electronic request form. Please see step 2b for more information.

http://www.umbc.edu/financialaid/deptschol/
The Department is required to list out all details of the award. The form must be completed in full to be reviewed by OFAS.

- The Dept. Authorizer name and email must be entered. The disbursement request must be electronically approved by the Dept. Authorizer before it can be processed by OFAS. Please see step 3 for more information.

### UMBC Department Scholarships
#### Award and Disbursement Request Form

**Student Information**

<table>
<thead>
<tr>
<th>* Student Name:</th>
<th>Student Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Campus ID:</td>
<td>Campus ID</td>
</tr>
</tbody>
</table>

**Award Information**

<table>
<thead>
<tr>
<th>* Department:</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Department ID:</td>
<td>Department ID</td>
</tr>
</tbody>
</table>

- * Is this a USM Foundation award? | Select... |
  
  (If yes, you must also complete the USM Foundation Disbursement Request Form)

- * Award type: | Select... |
- * Semester(s) to be awarded:
  - Fall: Select... | New/Award Amount: $ |
  - Spring: Select... | New/Award Amount: $ |
  - Summer: Select... | New/Award Amount: $ |

* The above award will be posted to the student’s account under the award name UMBC Department Award (example: UMBC Music Dept Scholarship).

* The scholarship will be debited from the department account:
  

* It is the department’s responsibility to transfer funds via JE to the chartstring above.

**Department Information**

<table>
<thead>
<tr>
<th>* Contact Person:</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Contact Email:</td>
<td>Email</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>* Dept. Authorizer:</th>
<th>Department Authorizer</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Authorizer Email:</td>
<td>Email</td>
</tr>
</tbody>
</table>

| Submit | Reset |
2b. Submitting the *USM Foundation Disbursement Form*:

- Departments should complete one *USM Foundation Disbursement Request Form* per student, in addition to completing the electronic request form.
  - Please include the Department, student’s name, campus ID, and the award semester/year in the business purposes section of the form.
  - The original *USM Foundation Disbursement Request Form* must be submitted via campus mail to the Office of Financial Aid & Scholarships.

- The electronic request form will not be processed until the original *USM Foundation Disbursement Request Form* is received, and vice versa.

- OFAS will forward the signed and verified forms to the USM Foundation for processing. The Foundation will forward a check for the scholarship funds directly to the department.

3. Authorizing Disbursements

Once departments submit the *Award & Disbursement Request Form*, an email authorization will be sent to the listed department authorizer for final approval.

- The authorizer will be sent an email notification containing a link to submit the approval for the requested disbursement.
  - Return Address: finaid-do-not-reply
  - Email Subject: Department Scholarship Award and Disbursement Authorization

- The department authorizer can approve or deny the request.
  - If approved, the form will be processed by OFAS within 5 to 7 business days. A confirmation email will be sent to the contact person listed. For additional information, please visit our website.
  - If denied, the form will *not* be processed by OFAS, and an email notification will be sent to the contact person listed.
4. Deadlines

Department scholarship requests must be submitted by the appropriate deadlines for each semester to be processed by OFAS.

- Requests should be submitted approximately a month before student bills are due. The student is responsible for any balance not covered by the award and any late fees assessed to their account.
- Departments should visit http://sbs.umbc.edu/ for more information about billing dates.

- **Fall semester deadline:** last day of classes in fall semester
- **Spring semester deadline:** last day of classes in spring semester
- **Summer semester deadline:** last day of classes in summer session 2