

**THE TEXAS A&M UNIVERSITY SYSTEM
HEALTH SCIENCE CENTER INTERNAL POLICIES**

13.03.99.Z1.01 Scholarship Compliance Committee

Approved December 6, 2006

Revised August 19, 2009

Revised March 3, 2011

Supplements System Policy 13.03

1. GENERAL

The Texas A&M Health Science Center (HSC) Scholarship Compliance Committee is designated as the executive agency of the HSC in matters related to scholarship compliance. Each year the HSC Scholarship Compliance Committee reviews and updates the list of available scholarships at each awarding unit and oversees the granting of “Non-resident Tuition Waivers” in accordance with state statute (see HSC Internal Policy, 13.99.99.Z1.01, Non-Resident Tuition Waiver for Competitive Scholarship Recipients).

The Scholarship Compliance Committee is a subcommittee of the Executive Committee of the HSC. The chairperson will be the Vice President for Academic Affairs or designee and the secretary will be the HSC Registrar. Membership will include representatives from:

- Each Component of the HSC
- Associate Vice President for Student Services
- HSC Registrar
- HSC Director of Student Business Services
- HSC Executive Director of Financial Aid

2. AWARD PROCESS FOR COMPETITIVE SCHOLARSHIP NON-RESIDENT TUITION WAIVERS

- 2.1. HSC students who receive scholarships offering non-resident tuition waivers from any of the HSC Components will fall under these guidelines.
- 2.2. Each Component awarding a scholarship carrying eligibility for a non-resident tuition waiver will file with the Secretary of the Scholarship Compliance Committee the Scholarship Disclosure Form indicating the amount of the award, the duration, criteria for selection, etc. and that the award is eligible for non-resident tuition waiver. The Secretary will review the Scholarship Disclosure Form to assure that it is in compliance with institutional, state, and federal guidelines. In accordance with The Texas Higher Education Coordinating Board Rule Chapter 21 Subchapter X, Paragraph 21.735 (4)(B)(iii), the Scholarship Disclosure Form should be provided in sufficient time to allow the scholarship listing to be placed in the HSC catalog or website in advance of any application deadline. The Scholarship Disclosure Form will need to be completed only once unless the

scholarship is no longer awarded so that it can be removed from the HSC catalog or website.

- 2.3. Each Component awarding scholarships will send to the Scholarship Compliance Committee through the Secretary a “Non-resident Tuition Exemption for Competitive Scholarship Recipients” certification form by July 1 for the fall semester and November 15 for the spring semester of each academic year. Included with this information will be a list of the scholarship recipients and non-resident tuition waiver awards.
- 2.4. The Scholarship Compliance Committee will review the number of non-resident tuition waivers requested by each Component to assure they do not exceed five percent of the total number of students registered at the HSC for the same semester of the preceding academic year.
- 2.5. The Component making scholarship awards will send award letters to each recipient at appropriate times in order to assist in recruiting and retention and with sufficient time to determine financial aid status and non-resident tuition waiver.

3. PAYMENT OR APPLICATION OF NON-RESIDENT TUITION WAIVERS

Each Component shall follow the processes outlined in this policy to ensure that Non-Resident Tuition Waivers are applied to student tuition charges.

4. AWARD PROCESS FOR COMPONENT SCHOLARSHIPS – BUDGETED, ENDOWED, OR COMPETITIVE

- 4.1 The Texas A&M Health Science Center Components award scholarships to students from either budgeted or endowed funds and/or through tuition waivers for non-resident students as described in Section 2 of this policy. This includes competitive scholarships used as justification for non-resident tuition waivers.
- 4.2 Each Component awarding a scholarship shall have in place the following:
 - A scholarship committee
 - Established methods for advertising the availability of the scholarship
 - Established selection criteria
 - Established process for documenting applicant eligibility
 - Established scoring matrix showing all applicant scores or another form of documentation to support selection of the student recipient.
 - Established method of retaining all scholarship applicant and awarding data to be presented at the request of the Scholarship Compliance Committee or a Texas A&M University System, state, or federal auditor
- 4.3 Pursuant to S.B. 1325, enacted by the 80th Texas Legislature, each department shall ensure that scholarship applicants are not relatives of public college and university Board of Regents members when receiving certain scholarship awards. Collection of this “nepotism statement” shall be done prior to payment of any funds to a student and retained by the department for audit documentation. Scholarships that are awarded exclusively on the basis of prior academic merit are excluded from this requirement.

5. PAYMENT OF DEPARTMENTAL SCHOLARSHIPS – BUDGETED, ENDOWED OR COMPETITIVE

Each Component shall notify the Office of Student Financial Aid of any awards made to a student using the process established by the Office of Student Financial Aid, which includes notification to the Office of the Registrar and Student Business Services. All payments will be made using the Student Information System and applied to any outstanding charges allowed by applicable state and federal law.

OFFICE OF RESPONSIBILITY

Vice President for Academic Affairs