

**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

Supplements System Policy 13.03

1. GENERAL

The Texas A&M Health Science Center Scholarship Compliance Committee is designated as the executive agency of the Texas A&M Health Science Center in matters related to scholarship compliance. Each year the Texas A&M Health Science Center Scholarship Compliance Committee reviews and updates the list of available scholarships at each awarding unit. The committee also oversees granting of student “Non-resident Tuition Waivers” for scholarship recipients.

The Scholarship Compliance Committee is a subcommittee of the Executive Committee of the Texas A&M Health Science Center. The chairperson will be the Vice President for Academic Affairs or designee and the secretary will be the Health Science Center Registrar. Membership will include representatives from:

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

2. AWARD PROCESS

- 2.1. Texas A&M Health Science Center students who receive scholarships offering non-resident tuition waivers from any of the Health Science Center 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 THECB Rule Chapter 21 Subchapter X

Paragraph 21.735 (4)(B)(iii), the Scholarship Disclosure Form should be provided in sufficient time for publication in the HSC catalog 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 of each 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 Health Science Center for the same semester of the preceding academic year.
- 2.5. The units 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

To facilitate the maintenance of proper records, documentation of the scholarships must be routed through the Offices of Financial Aid and Registrar before it can be posted to the student account in the Office of Student Business Services. This includes payments made by an HSC Component through the Texas A&M Health Science Center Foundation, posted to the student’s account through the IDT process or those made directly to the student.

To ensure that each student is paid on time, this information must be provided to the Financial Aid Office no later than 14 days before the start of the semester.

OFFICE OF RESPONSIBILITY

Vice President for Academic Affairs