Scholarship Handbook

A Guide for SIU Employees

Academic Scholarship Office

Fall 2015

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Introduction

The Academic Scholarship Office at Southern Illinois University Carbondale has the primary responsibility of awarding new student scholarships to incoming freshmen and transfer students. The Academic Scholarship Office is responsible for awarding merit based scholarships. The Academic Scholarship Office is the contact for university tuition waivers, NCAA, ROTC and DCFS Awards. The Financial Aid Office is responsible for processing SIU Foundation vouchers, Illinois General Assembly, and other outside scholarships to students' accounts.

This handbook is designed to assist colleges and departments in their scholarship awarding policies and procedures.

Scholarship Coordinating Committee (SCC)

The University has established a Scholarship Coordinating Committee that meets on a monthly basis or as needed. The committee members will serve as the primary liaisons to their Deans regarding all scholarship matters in order to enhance communication among the academic colleges, the Enrollment Management division, International Students and Scholars, and the SIU Foundation. The SCC will be chaired by the Academic Scholarship Coordinator.

The SCC members will be equipped with the tools necessary to be a resource person within their respective colleges. The SCC will be utilized in an advisory capacity when feedback is required on possible new procedures or practices.

2015-2016 Scholarship Coordinating Committee

Terri Harfst	Financial Aid
Abbey Fischer	Academic Scholarship Office
Steven Nagle	SIU Foundation
Charlotte Sarao	Agricultural Sciences
Elaine Atwood	Applied Sciences and Arts
Jill Gebke	Business
Jodi Miley	Education and Human Services
Chris Pearson	Engineering
Pamela Smoot	Liberal Arts
Jean Rendleman Minor	Mass Communication and Media Arts
Scott Ishman	Science

Annual Scholarship Calendar—Dates to remember

JULY
- Fiscal year begins on July 1.
- Initial bill is sent to all students enrolled for the fall semester.

AUGUST
- Fall scholarship awards disburse to student accounts.
- Fall semester begins.

SEPTEMBER
- Academic Scholarship offers begin for incoming freshman students.

OCTOBER
- University Scholarship website updated for the next scholarship cycle.
- Colleges, departments and campus offices should begin advertising scholarships and deadlines for the next academic year.

DECEMBER
- Deadline to be admitted to the university for consideration for the Chancellor's and University Excellence Scholarships is December 1.
- Deadline to apply for the Chancellor's and University Excellence Scholarships is December 1.
- Colleges, departments and campus offices should begin accepting scholarship applications for the next academic year.
- Initial bill sent to all students enrolled for the spring semester.

JANUARY
- Spring scholarship awards disburse to student accounts.
- Spring semester begins.
- Students should complete the FAFSA any time after January 1.

FEBRUARY
- Chancellor's and University Excellence Scholarship interviews will be held February 5 & 6.
- Academic Scholarship offers begin for incoming transfer students.
- Colleges, departments and campus offices make decisions and offers for the next academic year.

MARCH
- Priority consideration for campus based financial aid is March 1.
- Colleges, departments and campus offices should complete tuition waiver notification form or foundations scholarship vouchers for the next academic year in order to have awards listed on students' financial aid award letters.

APRIL
- Honors Day is held

MAY
- Initial bill is sent to all students enrolled for the summer semester.

JUNE
- Summer semester begins.

Scholarship Awarding Cycle

Advertising the Scholarship
The academic scholarship office maintains a searchable scholarship database that gives basic information to prospective and current students. Scholarships may be updated throughout the year as needed. Please contact Abbey Fischer to update. http://scholarships.siu.edu

Application Period
An application period should be, at the very minimum, from December 1 to February 1 of each year.
When application forms are used, they should include the following:
Name, description, and type of scholarship
Minimum eligibility criteria
- Deadline/Timeline for submitting the application
- Name of applicant
- DawgTag of applicant
- Other information appropriate for the particular scholarship
- University-approved statement regarding release of information (if not in award notification materials)

Selection Period
From the candidates who meet minimum eligibility criteria, recipients will be selected on the basis of objective and measurable criteria. Documents that support the decisions made will be retained for later audit or review. Ultimately, each candidate's status in the selection process (awarded, rejected, or not eligible) should be clear. Information on all candidates, even if not eligible/selected, is retained in each awarding area.
Examples of information to be retained by the awarding unit:
- minimum eligibility criteria to be considered for the award of the scholarship,
- a list of all candidates who meet minimum eligibility and how these candidates were identified,
- a description of the selection criteria and selection process used for each scholarship program,
- copies of written evaluation instruments and decision documents,
- a list of the selected recipients, and
- a record of who was responsible for final approval of the scholarship.

If your scholarship deadline falls on or around February 1st, the selection period should occur immediately after the application period is over, preferably by February 15. This allows you to announce scholarship recipients in the spring and apply the awards to the upcoming academic year. This practice has several benefits.

1. The Financial Aid Office can factor in student scholarships and avoid overawards.
2. Students can better financially plan for the upcoming academic year. They can adjust their summer work schedules and/or make informed decisions on housing and living expenses.
3. Early decisions allow fund administrators to submit required documentation early for the fall so the scholarships are included on the students' initial bills.

Not every area can adopt the aforementioned timeline. As such, scholarships can and will be processed at any time. It typically takes two weeks from the time the documentation is submitted before it disburses to the student's Bursar account.

Student Notification
All applicants should be notified regardless of selection.

Recipients chosen for the scholarship should be notified in writing. The scholarship recipient, in most instances, shall sign and return an acceptance form to confirm that he/she desires the award and accepts the conditions of the award. The awarding area office shall notify the recipient in writing of:
- his/her selection;
- requirements for receiving the award (e.g. minimum enrollment, academic requirements);
- value of the award;
- time period covered by the award;
- renewal requirements for multi-year awards; and
- the University's legal authority to release information (see below).

Students not chosen for the scholarship should also receive a notification indicating they were not selected.

Sample copies of each letter can be found on the Scholarship web site. The biographic data sheet in the award letter is used to create a news release.

Selective Service
Male scholarship recipients of the appropriate age must be registered for Selective Service. The Financial Aid Office makes every attempt to have students complete this process through the financial aid application process, but there are times when a departmental scholarship does not pay to the student's account because the form is not on file. Students only need to complete the form once in their collegiate career. The student should complete the Selective Service Form then forward the completed form to the Financial Aid Office, Mail Code 4702 for data entry.

Release of Information
The University has the legal authority to release a scholarship recipient's name and address, name of former high school or college, name of the scholarship and the award amount. Scholarship recipients shall be notified on applications and/or on notification materials (e.g. an acceptance form) of the University's legal authority to release this information as a condition for receiving the award.

Per the advice of University counsel, the following statement will appear on scholarship applications and/or on notification materials: **"As an applicant for or the recipient of a scholarship, tuition waiver or fee waiver award from Southern Illinois University, I understand that the University has the legal authority to release my name and address, the name of my former high school or college, the name of my award, and the award amount. This release is valid for the period of time the tuition waiver is in effect."**

University Notification
Scholarships should never be disbursed directly to students; all scholarship and awards should be applied directly to students' accounts.

The appropriate documentation needs to be sent either to FAO or the Academic Scholarship Office once the student has been informed of his/her selection. Scholarship awards may affect other financial aid that has been awarded to a student. Financial aid packaging typically begins in March for the following academic year. In order for all information to be considered, all awarded scholarships for the next academic year need to be on the students' accounts by March 1.

This internal processing is efficient and provides protection to both the student and the university. It allows the SIU Financial Aid Office to record and account for all awards and scholarships per federal and state regulations. This results in fewer overawards, financial aid adjustments and repackaging. It also ensures that all scholarships and awards are credited against outstanding student balances with the university. Not only does the University receive direct payment for services provided, but it also guarantees that awards are processed and utilized for donor and University intentions.

Additionally, this practice affords SIU compliance with IRS regulations. Applying payments through the student's account assures necessary institutional compliance. Scholarships must be used for tuition, fees, and direct educational expenses only, or they can be considered taxable income. Applying awards directly to educational charges protects SIU and the student.

And finally, SIU athletes are held to strict NCAA regulations. Student athletes are limited in the amount of awards that they may receive. Coordinating all awards through the Financial Aid Office and the Academic Scholarship Office assures that SIU and individual student athletes are in compliance.

Record Keeping and Audits
The department or unit awarding the scholarship is required to keep appropriate records in keeping with IBHE guidelines. The original or copies of essential documents such as those listed below will be retained in each awarding area:
- documents used in the application and selection process for scholarships and waivers;
- listings of candidates considered, selected, and rejected;
- letters or memoranda authorizing the award or disbursement of a waiver;
- notification letters;
- acceptance forms, agreements, or contracts; and
- information required in later audits.

Documents should be kept for a minimum of five years provided all audits have been completed and no litigation is pending.

Types of Scholarships

Tuition Waivers

A waiver represents an agreement between the university and the student to reduce or eliminate the tuition and/or fees that normally would be charged to the student. SIU further defines a waiver as a scholarship or other tuition and/or fee award for which the institution <u>does not</u> receive reimbursement. Awards restricted to tuition and/or fees, but for which the institution receives funds or reimbursement, are not waivers.

Awarding Year

Tuition waivers for a fiscal year start with the summer semester. For a fiscal year, the semesters include summer, fall and spring. All waivers must be paid to students for the prior year by August 31.

Co-Payable Aid

Conflicting scholarships occur when a student has two or more awards that are restricted to paying the same charge. A conflicting scholarship situation may occur when the student has MAP and another award also restricted to paying tuition and/or fee charges. If the combined award amount of the scholarships is less than or equal to the payable tuition and/or fee amounts, then both scholarships are paid to the student and a "conflicting scholarship" situation does not occur. However, if the combined award amount of the scholarships is greater than the payable tuition and/or fee amounts, then a "conflicting scholarship" situation must be resolved. In general, SIU pays the MAP award prior to other tuition and fee paying scholarships.

Disbursement/Monitoring

The tuition waiver notification form must be completed, signed and returned in order for a scholarship to be posted to a student's account. The Unit, Unit Representative Name, Unit Representative Signature and Financial Aid Fund Code should be completed accurately.

The student's name, ID number, and the appropriate amount must be listed. If this is the first time the notification has been sent with the student's information, an "O" for original, should be placed in the column.

Recipient's Name (Please Print or type)	DawgTag	Amount of Award for Summer	Amount of Award for Fall	Amount of Award for Spring	Total Award Amount for Fall/Spring	Type of Notice O=Original R=Revision
Joe Smith	850123456	-	500	-	500	O

If any adjustment is occurring after the first notification, an "R" for revision, should be used.

Recipient's Name (Please Print or type)	DawgTag	Amount of Award for Summer	Amount of Award for Fall	Amount of Award for Spring	Total Award Amount for Fall/Spring	Type of Notice O=Original R=Revision
Joe Smith	850123456	-	500	500	1000	R

If you wish to cancel an award, reduce the award for the particular term you want cancelled, but leave any remaining amount that should stay on the student's account.

Recipient's Name (Please Print or type)	DawgTag	Amount of Award for Summer	Amount of Award for Fall	Amount of Award for Spring	Total Award Amount for Fall/Spring	Type of Notice O=Original R=Revision
Joe Smith	850123456	-	500	0.00	500	R

The Financial Aid Office monitors allocations of discretionary waivers subject to the IBHE limit through the student information system. Payments to students in excess of allocated college budgets are not allowed by the system. Each awarding area is responsible for monitoring The Scholarship Report by Fundcode and adjusting their awards through the Tuition Waiver Notification Form.

Foundation Scholarships

The Foundation provides alumni and other friends (donors) a means to invest in the future of their University. The Foundation is a separate corporation designated as a 501(c)(3) organization with appropriate approval from the Internal Revenue Service to issue tax-deductible receipts for private gifts received to support Southern Illinois University Carbondale. A Donor can "restrict" their gift for a scholarship which can benefit a certain area (such as college or department) with preference for a certain type of student (such as incoming freshmen or students with a high GPA). A donor can also restrict the number of scholarship recipients and the amount that can be awarded.

The Foundation relies on Budget Officers (SIU employee's delegated the fiscal oversight of a Foundation account) to administer the selection and processing of scholarship recipients within these restrictions. Before awarding and processing the voucher, it is the Budget Officer's responsibility to review the account stipulations and determine how much is available to award.

Account Information

To assist the Budget Officer with their fiduciary responsibilities, the Foundation developed a Budget Officer Web Site. This web site has the tools needed to properly administer the scholarship. Once logged into this site, the Budget Officer will have access to the scholarship account's cash balance, revenue and expenditure activity, and the account stipulations. The home page of this site has a link to all of the Foundation's Adobe fill-in forms which is where the SIU Foundation Scholarship Voucher is located (see below).

If a Budget Officer has not obtained a login, they need to contact Kristy McClurkin at 453-4905 for Budget Officer Training which includes the distribution of the individual's Budget Officer Web Site login and password.

Foundation Scholarship Vouchers

If a scholarship is funded through the SIU Foundation, a scholarship voucher should be prepared and sent to the appropriate areas. The scholarship voucher is located on the Foundation's Scholarship Administration Website. This website also includes an example and instructions for filling out a scholarship voucher. For the ease of delegating the generation of a voucher, this link does not require a login.

To assist with donor stewardship, it is important that the student send a "thank you" to the donor. This allows the donor to see the difference their gift has made for the student. This process has been proven to lead to additional gifts to the scholarship fund. Since this is an important part of the scholarship process, we are requesting the "thank you" letter be attached to the voucher before the scholarship is disbursed.

The information sheet provides suggestions on writing thank you letters and can be sent along with a scholarship award offer. An example information sheet can be found on the Scholarship website. The Foundation will provide you, upon request, an up to date list with names and addresses for the students to address the thank you letters.

Instructions for the E- Form Scholarship Voucher

> This is an Adobe fill-in form. Complete page 1 and your Acrobat program will automatically complete pages 2 and 3. Print all 3 pages and distribute as follows:

> The first two pages of the voucher should be sent to the Kimberly Hawk, SIU Foundation, MC 6805. The third page should be sent to Jason Ramsey, FAO, MC 4702. The third page

of the voucher is what allows FAO to place a scholarship estimate on the student's account. Vouchers for

Fall and Spring can be done at the same time. Kimberly will prepare checks that will be sent to Jason prior to the generation of the first bill of each semester.

All documentation proving eligibility of recipient(s) based on the criteria of the given scholarship must be attached to each voucher. (If "county" is included in the criteria, a data screen containing the student's address should be attached. If GPA is included in the criteria, a data screen showing the student's GPA should be attached. All criteria must have a corresponding supporting document attached to the scholarship voucher.)

Steps to remember while completing the scholarship voucher:

1. Complete all of the contact information fields.

    For each student listed on the voucher it is important to answer the question "If registered for less than full time, hour exception granted?" Please answer yes or no.

    This answer determines if the student's account may be credited if not enrolled full time. Generally, scholarship donors or committees require students be enrolled full time to receive funds. However, if this is not a requirement, the exception will be granted when indicated on the form by answering yes to the question.

    When students are enrolled less than full time and the question is left unanswered this will needlessly delay the credit to the student's account and can result in a refund to the SIU Foundation account.

2. The "College" field is a drop down box listing all colleges.

3. Drop down boxes can be used with the arrow keys on your keyboard enabling the user to complete every field from his or her keyboard.

4. The department's Foundation general ledger (GL) unit title and number must be correctly shown on the voucher. The unit number is the first seven digits of the department's Foundation account number.

5. The voucher should be forwarded to the budget officer of the unit for approval. Additional approval may be required. Upon receipt of the required approving signature(s), follow the distribution instructions noted above.

6. Be sure to attach all verification documents or the voucher will be returned.

7. The original thank you letter should be attached to the voucher.

8. If for any reason you wish to cancel a scholarship award for a student after the voucher has been completed and sent to the Foundation, contact Kimberly Hawk.

Departmental Scholarships Funded from State/Local Accounts

To award scholarships when the funds are held at Accounting Services prepare a Transfer Voucher. An example can be found on the Scholarship website. Complete the disbursing account information. Include the budget purpose number, the budget purpose description or account title. This should be signed by the account fiscal officer and dated.

The receiving account budget purpose is #206165 and is titled SIU Cash Unrestricted Funds. List the students' names, ID numbers, the title of the scholarship, and the semester of the award in the description of the transaction.

If students are required to be enrolled full time in order to receive the scholarship, this should also be stated in the description. Mail completed Transfer Vouchers to Jason Ramsey, FAO MC 4702.

Outside/Private Donor Scholarships

Students often receive private donor scholarship checks and may ask where to send them. All scholarship checks and any documentation regarding the award should be mailed to the following address:

Southern Illinois University
Financial Aid Office
Attn: Kathy Abney
1263 Lincoln Drive
Mail Code 4702
Carbondale, IL 62901

Scholarship Searches

Many organizations, clubs and civic groups, corporations, employers and agencies offer scholarships. Some may be very specific to a certain type of student, field of interest, or program of study; others have more general requirements but may require a certain level of academic excellence.

Students interested in seeking a private grant or scholarship should check as many sources as possible, including high school guidance offices, local clubs and civic organizations, businesses, employers, church groups, alumni organizations, public libraries and financial institutions. Access free scholarship search links listed below.

FastWeb: Free Scholarship and College Searches Plus Financial Aid Tools and More!
http://www.fastweb.com/

NCAA Online
http://www.ncaa.org/about/scholarships.html

College Illinois - Welcome to College Illinois!
http://www.collegeillinois.org/

Studentjobs.gov
http://www.studentjobs.gov/e-scholar.asp

International Education Financial Aid Center | college scholarship search with awards, student loans and grants for studying abroad.
http://www.iefa.org/

200 Free Scholarships for Minorities.
http://www.blackexcel.org/06-200-free-scholarships-minorities.htm

Financial Aid

Awarding Cycle

All undergraduate, graduate and law students file the Free Application for Federal Student Aid (FAFSA) and have the results sent to SIU to apply and be considered for Campus-Based Aid (Federal Work-Study, Federal Perkins Loans, Federal Supplemental Education Opportunity Grants, Student-to-Student Grants, and SIU Need-based Grants) as well as the Federal Direct Stafford/Ford Loans. FAFSA information should be completed after January 1 and before April 1 for priority consideration of campus based financial aid.

Prior to packaging, all other known are posted to BANNER with either estimated or actual dollar amounts. The Academic Scholarship Office, the Financial Aid Office (Scholarships and Private Grant Services, and Veterans Educational Services); and other University Offices (the Teacher Education Office, the Human Resources Office, and the Graduate School) are responsible for reviewing their records and entering the award amounts for all anticipated aid transactions. This is done in an effort to prevent the overawarding of need-based aid. Financial aid budgets are calculated that reflect each student's cost of attendance at SIU.

OverAwards

The SIU Financial Aid Office (FAO) is responsible for ensuring that SIU complies with all federal, state and institutional policies and regulations to ensure that students do not have need-based financial aid that exceeds their need and/or a financial aid package that includes federal, state or institutional aid that exceeds their cost of attendance budget.

The Financial Aid Office tries to minimize the possibility of overaward and overbudget situations by anticipating financial aid and veterans benefits that the student is expected to receive at the time of packaging. However, students can receive unanticipated awards after they have been packaged and students can revise data that is used in determining cost of attendance or need analysis that can change financial need. For example, changes in enrollment or state residency can change the tuition/fees and/or books element in the cost of attendance; changes in living arrangements can change the room/board element in the cost of attendance; and changes to financial application data can change the Expected Family Contribution (EFC).

Students receiving a Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Perkins Loan, Federal Direct Subsidized Student Loan, Student-to-Student Grant, or Need-Based Grant are subject to the overaward provisions. Students receiving financial aid from one of these need-based programs or a Federal Direct Unsubsidized Student Loan, Federal Direct PLUS Loan, Alternative Loan, ISAC MAP Grant, or an Institutional or SIU Foundation award are subject to the overbudget provisions.

Screen RPAAWRD (FAO)

This screen allows you to see if a scholarship has been posted and/or paid as well as any other posted financial aid. You see the student's Cost of Attendance Budget, Expected Family Contribution and Unmet Need at the bottom of the form.

Screen RRAAREQ (FAO)

This screen allows you to determine if the Statement of Selective Service form is on file. Make sure that the satisfied column has a "Y" in it. If not, scholarships will not pay into the student's account.

Screen TSICSRV (Bursar)

This screen allows you to see charges and credits made to the student's account.

Frequently Asked Questions

What is the Cost of Attendance (COA)—also known as the student budget or cost of education?

$ For the 2014-2015 academic year, there are several different COAs for undergraduate students. See the Estimated Student Budget sheet for the appropriate budget for your students. If students have completed a FAFSA, you can see their budget on BANNER's RPAAWRD

> BUDGET
> Tuition and Fees
> + Living Expenses
> + Books and Supplies
> + Miscellaneous Expenses
>
> = Total COA

ESTIMATED UNDERGRADUATE BUDGET
Student Budgets for the 2014-2015 Academic Year
Fall 2014 and Spring 2015

Students who Enter SIU Beginning Fall 2014, Spring 2015 or Summer 2015	Tuition	Fees	Room & Board	Books & Supplies	Living Expenses	Total
On/Off-Campus – Resident	8,415.00	3,836.00	9,694.00	1,100.00	2,941.00	25,986.00
With Parents – Resident	8,415.00	3,836.00	2,000.00	1,100.00	2,941.00	18,292.00
On/Off-Campus – Non Resident	21,038.00	3,836.00	9,694.00	1,100.00	2,941.00	38,609.00
With Parents – Non Resident	21,038.00	3,836.00	2,000.00	1,100.00	2,941.00	30,915.00
Students who Enter SIU Beginning Fall 2013, Spring 2014 or Summer 2014	**Tuition**	**Fees**	**Room & Board**	**Books & Supplies**	**Living Expenses**	**Total**
On/Off-Campus – Resident	8,415.00	3,836.00	9,694.00	1,100.00	2,941.00	25,986.00
With Parents – Resident	8,415.00	3,836.00	2,000.00	1,100.00	2,941.00	18,292.00
On/Off-Campus – Non Resident	21,038.00	3,836.00	9,694.00	1,100.00	2,941.00	38,609.00
With Parents – Non Resident	21,038.00	3,836.00	2,000.00	1,100.00	2,941.00	30,915.00
Students who Enter SIU Beginning Fall 2012, Spring 2013, Summer 2013.	**Tuition**	**Fees**	**Room & Board**	**Books & Supplies**	**Living Expenses**	**Total**
On/Off-Campus – Resident	8,169.00	3,680.00	9,694.00	1,100.00	2,941.00	25,584.00
With Parents – Resident	8,169.00	3,680.00	2,000.00	1,100.00	2,941.00	17,890.00
On/Off-Campus – Non Resident	20,423.00	3,680.00	9,694.00	1,100.00	2,941.00	37,838.00
With Parents – Non Resident	20,423.00	3,680.00	2,000.00	1,100.00	2,941.00	30,144.00
Students who Entered SIU Beginning Fall 2011, Spring 2012, Summer 2012	**Tuition**	**Fees**	**Room & Board**	**Books & Supplies**	**Living Expenses**	**Total**
On/Off-Campus – Resident	7,794.00	3,680.00	9,694.00	1,100.00	2,941.00	25,209.00
With Parents – Resident	7,794.00	3,680.00	2,000.00	1,100.00	2,941.00	17,515.00
On/Off-Campus – Non Resident	19,485.00	3,680.00	9,694.00	1,100.00	2,941.00	36,900.00
With Parents – Non Resident	19,485.00	3,680.00	2,000.00	1,100.00	2,941.00	29,206.00
Students who Entered SIU Beginning Fall 2010, Spring 2011, Summer 2011, Fall 2009, Spring 2010, Summer 2010, Fall 2008, Spring 2009, Summer 2009	**Tuition**	**Fees**	**Room & Board**	**Books & Supplies**	**Living Expenses**	**Total**
On/Off-Campus – Resident	7,290.00	3,680.00	9,694.00	1,100.00	2,941.00	24,705.00
With Parents – Resident	7,290.00	3,680.00	2,000.00	1,100.00	2,941.00	17,011.00
On/Off-Campus – Non Resident	18,225.00	3,680.00	9,694.00	1,100.00	2,941.00	35,640.00
With Parents – Non Resident	18,225.00	3,680.00	2,000.00	1,100.00	2,941.00	27,946.00

Why is the Financial Aid Office (FAO) involved in the distribution of Foundation Scholarships?

$ FAO must monitor the resources each student receives.
$ Scholarships are considered a resource for students
$ Scholarships are applied to the student's statement of account.

Will a student's aid be removed as a result of receiving a scholarship?

$ Students receiving federal and state resources cannot have resources in excess of the COA.
$ In the event that a student is over the COA, packaging policies will determine what order aid is reduced.

How will scholarships be applied?
$ Scholarships are applied and are reflected on the student's statement of account. Scholarships are credited to any current semester outstanding balances. If the student has a zero balance, the scholarship might be refunded to the student if allowed.

What procedure do I follow if I find out a student is no longer eligible to receive the scholarship?

$ To remove a tuition waiver, prepare a tuition waiver notification form indicating a zero for the semester(s) that you want removed, mark (R) for revision, and submit to the academic scholarship office.
$ To remove a foundation scholarship, contact Kimberly Hawk at the SIU Foundation, (kimberh@foundation.siu.edu). Funds are then returned to the appropriate account.

What are the loan limits for students?

Federal Loan Level Limits

Undergraduate Students - Dependent	
Academic Level	Combined Subsidized and Unsubsidized Loan Limits
Freshman	$5,500
Sophomore	$6,500
Junior	$7,500
Senior	$7,500
Subsequent Undergraduate Levels	$7,500

Undergraduate Students - Independent	
Academic Level	Combined Subsidized and Unsubsidized Loan Limits
Freshman	$9,500
Sophomore	$10,500
Junior	$12,500
Senior	$12,500
Subsequent Undergraduate Levels	$12,500

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Whom do I contact?

Abbey Fischer
scholarships@siu.edu
Academic Scholarship Office
Student Services 0214
453-4628
  ❖ Questions about undergraduate tuition waivers
  ❖ NCAA scholarships
  ❖ Department of Child and Family Services
  ❖ Scholarship Web Site
  ❖ Undergraduate Assistantships

Kathy Abney
kabney@siu.edu
Financial Aid Office
Student Services 0234
453-4627
  ❖ Private Donor Scholarships
  ❖ ISAC Illinois Future Teacher Corps (IFTC)
  ❖ ISAC Minority Teachers of Illinois (MTI)
  ❖ ISAC Special Education Teacher Scholarships
  ❖ College Illinois
  ❖ Residence Assistant Stipends
  ❖ General Assembly Scholarships

Crystal Marlow
gaoffice@siu.edu
Graduate School
Student Services 334A
453-4555
  ❖ Graduate student tuition waivers
  ❖ Graduate Assistantships
  ❖ Fellowships
  ❖ Saluki Opportunity Scholarships (current K-12 educator graduate scholarship)

Kimberly Hawk
kimberh@foundation.siu.edu
SIU Foundation
Colyer Hall 124
453-4920

- ❖ Foundation Voucher processing
- ❖ Foundation Account Balance Questions

Kristy McClurken

kristym@foundation.siu.edu
SIU Foundation
Colyer Hall 119
453-4905
- ❖ Foundation account setup
- ❖ Foundation budget officer information/changes
- ❖ Foundation scholarship stipulations
- ❖ Foundation website training

Rose Cavalerri

rosec@foundation.siu.edu
SIU Foundation
Colyer Hall
453-4900
- ❖ Foundation account setup
- ❖ Foundation scholarship stipulations

Employee Records

Human Resources
1255 Douglas Drive
453-6698
- ❖ Child of Employee Waiver