

Scholarship Application Procedure:

1. **Application:** Applicants must fill out a Scholarship Application Form (see page 6) including a statement, brief biography, and resume. To be considered for college- or university-level scholarships, the complete application must be received in the English Department Office by 5 p.m. November 1. To be considered for department-level scholarships, the complete application must be received in the English Department Office by 5 p.m. March 1. Applications submitted for the first round may carry forward for the second round.
2. **Review/Awards:** Applications will be reviewed by the English Department Scholarship Committee and the recipients and alternates they select will be approved by the Department Chair and faculty. Scholarship award offers will be made in writing by April 1 using the sample award letter (see page 7).
3. **Alternate:** The Scholarship Committee will select an alternate scholarship recipient for each scholarship to be awarded in case the primary candidate cannot or does not accept the award for any reason.
4. **Acceptance form:** Scholarship recipients must return an Acceptance Form (see page 8) to the English Department Office by 5 p.m. May 1 or the scholarship will be awarded to the alternate. Funds will not be released until acceptance of the scholarship award has been confirmed. This acceptance guarantees that the student understands that the scholarship award amount may affect any other types of financial aid the student may already be receiving, when the award will be distributed, and that full-time status and satisfactory academic progress must be maintained.
5. **Donor appreciation letter:** Scholarship recipients must return a donor appreciation letter addressed to the donor to the English Department Office by 5 p.m. May 1 or the scholarship will be awarded to the alternate. Recipients should not mail this appreciation letter directly to the donor; it must be submitted to the English Department. See page 9 for a sample Donor Appreciation Letter. Funds will not be released until an acceptable letter of appreciation to the donor has been received.
6. **Authorization:** The English Department will complete a Scholarship Authorization Form (see page 10) for each recipient who returns an acceptance form and a donor appreciation letter. The English Department will submit one form for each scholarship along with the associated acceptance form and donor appreciation letter to the SUU Scholarship Office by May 10.
7. **Distribution of award:** Scholarships are awarded each spring to be used the following fall/spring semester(s). A student who receives a scholarship must register for a minimum of 12 credits for the following fall/spring semesters to be eligible to receive the scholarship. The total award amount is usually split between the fall/spring semesters (applied to the student's account in August and December) but may be combined into one semester under special circumstances. Scholarship money may be available for Study Abroad, Maymester, or summer sessions in special circumstances.
8. **Deferral:** English Department scholarships may not be deferred.
9. **Donor appreciation:** Scholarship award recipients will be asked to attend a Scholarship Banquet in January of their award year to meet with donors and help promote future scholarship funding. They may also be asked to participate in a Thank-A-Donor Day.