

2020-2021 PROCEDURES

The deadline for all scholarships is **May 15, 2020**. To help facilitate the scholarship process, we ask that campus financial aid representatives and scholarship coordinators assist in the following areas:

DISSEMINATION OF SCHOLARSHIP ANNOUNCEMENTS

Disseminate this information to the appropriate departments and groups that can reach potential applicants. While many of the scholarships are for STEM (Science, Technology, Engineering and Mathematics) students, some are specifically for students in majors such as public administration, government, economics, and business; students in teaching credential programs; or students with disabilities.

REVIEW APPLICANT SCHOLARSHIP PACKAGES

Students apply for the scholarships through their campus financial aid office. Review the applications to assure that all requirements have been met. This includes that the student has completely filled out the application and attached any required supplemental documents. In addition, our office will contact the financial aid offices for the calculated unmet financial need and grade point average to verify student eligibility.

SUBMITTING SCHOLARSHIPS

Submit applications via e-mail to CSUCOScholarships@share.calstate.edu. Attach files as PDF attachments only. **Send an email per application with all corresponding documents saved as one PDF.** Do not combine multiple applications into one PDF or attach multiple PDFs to one e-mail. Please use the following subject line “[Student Last Name], [Student First Name] – [Scholarship Name], [CSU Campus Name]”.

- Applicants who have not received a systemwide scholarship will have priority over previous recipients.
- Applicants under consideration for more than one scholarship in the current year will first be considered for the scholarship with the greatest value.
- For the **CSU Trustees’ Award**, the campus may send the Foundation one to two nominations. If submitting two nominations, we ask that at least one candidate is studying in the STEM (Science, Technology, Engineering and Mathematics) fields as those majors are requirements for some of the awards. **We will be awarding up to the number of available funding and highly encourage two nominations.** While the deadline for nominations is May 15, 2020, **supplemental materials** for the CSU Trustees’ Award are due **June 30, 2020**.

DISBURSEMENT OF FUNDS

Disbursement of funds will be made to campuses in August 2020. Financial aid offices are responsible for verifying student enrollment prior to distributing funds. Scholarships should be distributed over the academic year. A CPO will be issued to the campuses with instructions listing recipients, award amounts, and requirements.

POST AWARD

Unless otherwise noted, systemwide scholarships require that students maintain full-time status during the academic year in which the award is received. This eligibility should be re-verified each semester/quarter of the scholarship award period. Full-time status should align with campus requirements.

Scholarship inquiries from campus representatives should be directed to:

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