



POLICIES AND PROCEDURES

Department: Des Moines University
Subject: Scholarships
Date Issued: September 1, 2008
Approved By: Steve Dengle, Executive Vice President

I. PRINCIPLE AND RATIONALE

Des Moines University is committed to meeting the challenges posed by rising educational costs and rising levels of graduate debt. While striving to balance the cost of education with the need for the highest quality in each program, DMU has aggressively increased financial aid in the form of scholarships available to our students. Policies governing the use of scholarship funds are designed to:

- Achieve annual enrollment targets.
- Assist students with greatest financial need.
- Recruit students of exceptional merit.
- Recruit students from diverse backgrounds.
- Reward scholarship, service and professional achievement among returning students.

II. PURPOSE

The following policies have been developed to assist Des Moines University in administering scholarship dollars in a fair and equitable manner. Scholarship funds are provided through private donors, federal and state government and University resources. These general policies apply to funds in the University's account, as well as college-specific accounts. Colleges may develop additional policies for those funds restricted to, or awarded through, the individual college. However, University policies must be adhered to, except in those cases where donor restrictions impose other guidelines.

III. SCOPE

The terms of this policy apply to all colleges and all programs at Des Moines University.

IV. POLICY

- A. To be eligible for an award, students must be accepted and/or enrolled full-time as a candidate for a degree in one of the University's academic programs.

- B. To assist in meeting federal requirements and donor restrictions, and to ensure centralized management and coordination, the awarding of scholarship funds will be coordinated through the Office of Financial Aid.
- C. The Development Office will be responsible for the interpretation of bequest language to ensure that the donor's intent is met.
- D. The Executive Vice President shall determine utilization of bequests that do not specify usage.
- E. Applicants for scholarships that are based on financial need must verify need with a valid and current FAFSA.
- F. University and college scholarship dollars will be applied to tuition. Note: At the discretion of the Dean, exceptions to this provision may be granted to students on military or public health scholarships who demonstrate exceptional academic/leadership merit. Awards are limited to a net of \$2,500 per academic year.
- G. Total awards cannot exceed the cost of attendance for an academic year. If a student receives financial aid exceeding the cost of attendance, institutional funds will be reduced so that the total aid does not exceed cost of attendance.
- H. All awards to students in clinical programs must be made by May 1 for the next academic year in order for awards to be included in the financial aid packages. Funds not awarded by May 1 will revert to the pool available in the following year.
Exceptions to this provision:
 - i. Award offers to new students accepted after May 1 should be made when offer of acceptance is extended to prospective student.
 - ii. Renewable awards based on academic achievement must be made 30 days after the current academic year ends.
- I. On an annual basis, Financial Aid will establish procedures and deadlines for the School as Lender scholarship funds. Financial Aid must certify need and coordinate reallocation procedures if an award is made to a student who does not meet the definition of need in School as Lender fund master. Note: Need is determined by a valid FAFSA based on the previous tax year.
- J. Diversity scholarships are designed to increase ethnic diversity and multiculturalism on campus. Therefore, diversity scholarships should be awarded to students enrolled fulltime in on-campus programs.
- K. International students enrolled on student visas must confirm that they have financial means to cover expenses as a student. Therefore, no DMU scholarship aid is available to international students. (Canadian students are exempted from this provision.)
- L. Recipients of renewable scholarships must meet requirements for renewal each academic year.

V. GENERAL GUIDELINES

- A. Scholarships shall be either one-time awards, or awards of durations from one to four years. This should be stated in the purpose of each scholarship. Except for special awards defined by the donor, scholarships should assist students in the payment of tuition or in meeting living expenses and should be in amounts not less than \$1,000 per year. (It may be necessary to combine funds to total \$1,000 or more.)

- B. Accounting shall notify Financial Aid/Deans/Program Directors in September of funding amounts available for the upcoming academic year.
- C. University scholarship dollars will be used primarily for incoming students to meet enrollment targets and to attract students from diverse backgrounds. Enrollment Management and the Deans of each College will work to make awards to prospective students in a timely manner.
- D. Selection of incoming scholarship recipients will be coordinated between the Office of Enrollment Management and the Dean of the College. Notification of awards should be made with the offer of acceptance.
- E. Merit awards for students entering their second, third or fourth year of study will be coordinated through Financial Aid. Awards can be made by nomination or application based on terms specified in the fund master.
- F. If necessary, the Vice President for Student Services will convene a committee with representation from each college to review applications and select recipients for University scholarship funds.
- G. Award criteria should be available to prospective and current students on the DMU website and portal. Prospective students in each program should be made aware of the award process. Applications must be submitted by the deadline to be considered for an award.
- H. When a student is offered a scholarship, the following procedures apply to the award process:
 - The Financial Aid Office will be notified by the Dean's office (with copy of the letter to the student) so the award is included as part of the financial aid package.
 - Once the student has accepted the scholarship, the DMU scholarship form will be completed by the Dean and submitted to the Accounting Office so it can be applied to the student's tuition account.
 - All awards are applied directly to student's tuition. Students must be clearly notified of this in their letter.
 - All awards must be announced prior to program start date so students do not incur interest or fee charges on unnecessary loans.
 - Students are expected to issue a letter of appreciation for scholarships received through private donors. In some circumstances, students may be asked to meet with donor(s) to extend gratitude or speak publicly about the value of scholarship funds.