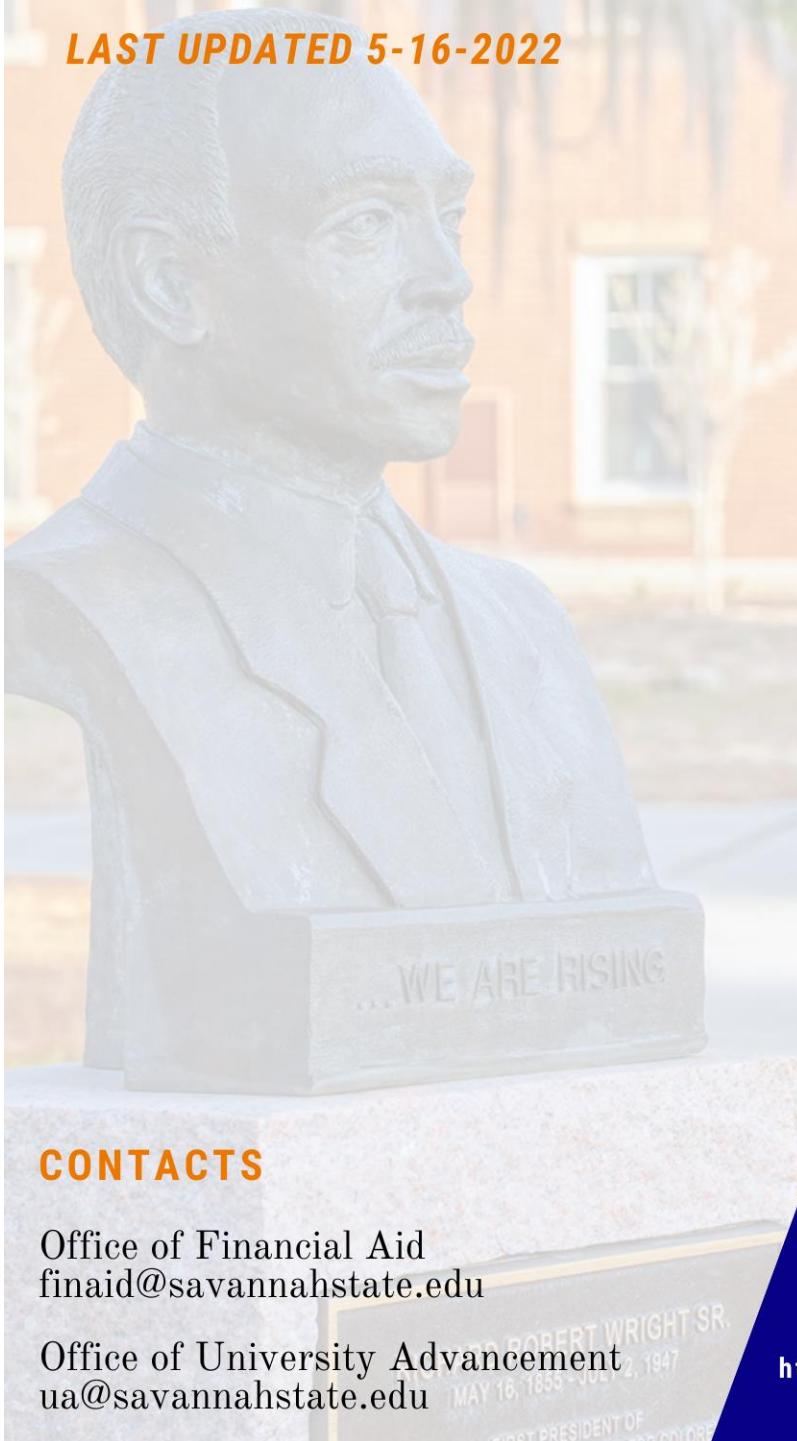


SAVANNAH STATE UNIVERSITY

SCHOLARSHIPS MANUAL

LAST UPDATED 5-16-2022



CONTACTS

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Overview

The University System of Georgia (USG) business procedures manual 19.2 on Gifts and Donations outlines that the Board of Regents, recognizing that public institutions are dependent, in part, on private funding and encourages the institutions to seek the support of alumni, friends, corporations, and other private individuals and organizations that might be interested in contributing to the welfare of the institutions, their students, and their faculties.

Further, as required by Board of Regents Policy 7.4, a USG institution and/or the affiliate foundation may accept gifts, bequests, agreements, or declarations of trust that do not carry obligations to the institution that may conflict with state law or Board policy and that do not impose a financial burden on the institution beyond that which can be managed within the institution's current budget. If acceptance of the gift or donation would require the institution to incur additional cost that cannot be borne within the institution's current resources, the institution must obtain the approval of the Board of Regents before accepting the gift or donation.

Merit-based and need-based scholarship assistance to a SSU student is essential to the mission of our University. Donors committed to helping advance the University's mission in this very special way are always much appreciated. This procedural manual captures the scholarship process for the University and is designed to provide guidance to our students, our donors, and our staff.

Types of Scholarship Aid

Endowments and Endowed Scholarships

Endowments represent money or other financial assets that are donated through the University Foundation to the University and are meant to be invested to grow the principal and provide additional income for future investing and expenditures. Thus, endowments are funds that a donor or an outside agency has stipulated, as a condition of the gift that the principal is to remain intact and only the income derived from investment of the funds may be expended. In particular as it relates to the scholarship process, endowments generate interest revenue and this interest revenue from endowment investments is used to award scholarships, in accordance with the Memorandum of Understanding for each endowment. The memorandum of understanding (MOU) is an agreement between the University Foundation and the donor. It provides directives on the donor(s) objective with regard to the endowment, through description of how the endowment is established, funded, and awarded.

A revision to the endowment agreement (MOU) would require donor contact by the University Foundation. However, if the change is minor or does not substantively affect the selection, then the needed change can be accomplished through an addendum, which does not require routing or approval signatures.

Endowments can be established for scholarships, professorships, lectures, programs, etc. However, endowments cannot be established for which ancillary benefit is provided to the donor.

Donors interested in establishing an endowment with the University should contact the Division of University Advancement. The minimum donation needed to establish an endowment with the University is \$25,000. The Development team will work with the donor to gather the needed information used to develop the memorandum of understanding and present it to the donor for signature. A holding account can be established to hold funds being raised towards the established of an endowment.

Memorandum of understanding sample is included in the appendix.

Restricted Scholarships

Restricted scholarship are awards established by donors, where the donor determines the criteria for the award recipient. Restricted Scholarships are restricted because criteria is used to determine eligibility and award, which are provided by the donor. Though the donor determines the criteria, the University oversees process for identifying students who are eligible, evaluation, and selection for the scholarship. The minimum amount required in order to set up a new restricted scholarship is \$5,000.

Donors interested in setting up a restricted scholarship should the Division of University Advancement. The Development team will work with donor in the completion of the Restricted Scholarship Agreement form, a one-page document, for signature and file. This agreement will be utilized to administer the awarding of the scholarship.

If a change occurs related to the restricted scholarship that affects the purpose for which it was created, the criteria, or requirements for how the recipient is chosen, or if the college or program cease to exist, rendering it moot, then a revision will need to be drafted. A revision would require donor contact. However, if the change is minor or does not substantively affect the selection, then the needed change can be accomplished through an addendum, which does not requires routing or approval signatures.

Restricted scholarships cannot be established for which ancillary benefit is provided to the donor.

Agency Designated Scholarships (Agency Scholarships and/or 3rd Party)

In accordance with the University System of Georgia Business Procedures manual 14.5.2, these are funds provided by individuals, companies, civic organizations, church groups, other groups, state government, and the federal government for the purpose of awarding scholarships to students matriculating in established degree programs. The entities providing the funds have the sole discretion in designating the recipient and the amount of aid to be provided.

The University is not responsible for determining the criteria, application, evaluation, nor selection the award recipient. The University **ONLY** receives the money and processes the award to the students designated to receive the funds. According to the USG, these scholarships are **not** be treated as gifts to the institution. The aid will be captured and records maintained, but should **NOT** be used in gift counting.

Departmental Scholarships

Departments at the University receive donor funds from faculty, staff, alumni, and friends of the University specific to their department for programming and for student scholarships. Scholarships for specific majors and/or departments are added to the scholarship portal. Additionally, departmental scholarships are evaluated systemically by a departmental scholarship committee.

Merit-Based Scholarships

Merit scholarships are typically awarded on the basis of academic, athletic or artistic merit, in addition to special interests. Some merit scholarships also consider financial need, but rewarding talent is the primary objective. If your merit-based scholarship exceeds the cost of your tuition, fees, and on-campus housing balance, a refund will be issued for the portion not exceeding your determined cost of attendance. If your cost of attendance is exceeded, your award will be reduced for compliance, and any excess remaining refunded.

Needs-Based Scholarships

Need-based aid is the most common type of financial aid awarded to U.S. college students. This type of aid includes institutional grants and scholarships, state and federal grants, federal work-study, and federal loans. Need-based scholarships is one type of need-based aid. Need-based scholarships are defined as financial aid given to students on the basis of financial need. While needs-based scholarship considers economics it does not mean that is the only thing that matters. In fact, most SSU needs-based scholarships require students to both demonstrate financial need and show academic, artistic, or athletic achievement.

Application Based Scholarship Awarding

Scholarships that require an application be completed are application-based scholarships. The application window open in November and closes in April. Applications are evaluated in May and notifications of awards are made in May and June.

Direct Award Scholarship Awarding

Scholarship that do not require an application in order to make an award selection is a direct award scholarship. These types of awards are awardable year-round based on the number awards allowed and the funding available.

Institutional Aid/Hardship Assistance

Savannah State University is committed to providing access to high quality education for students who face financial barriers to higher education. Institutional aid at SSU is a cornerstone to this commitment to access. Through a range of need-based and merit-based programs, SSU is working to help students achieve their education goals.

Hardship Assistance (Balance-Based Scholarships/Awards)

Students may qualify to receive institutional aid in the form of hardship assistance. Students should not anticipate nor rely on hardship assistance to fulfill their financial responsibility for attendance. Assistance is awarded on a case-by-case basis, is not renewable. Students in need of hardship assistance receive funding support prior to the final drop of the semester. All other funding options (grants, loans, payment plans, cash, and scholarships) must be exhausted in order to be eligible for aid. Funding is for tuition and fees only – i.e. no parking tickets, and/or other fees may be charged against funds provided. If hardship assistance is awarded, and the student secures additional funding after the fact from other means, the assistance may be revoked and/or rescinded immediately. The funding used to award hardship assistance is donor funded. Donor criteria stipulates the funds be awarded to eliminate student balances and reduce the number of students dropped for nonpayment.

Scholarship Donor and Parent Information

Establish A Scholarship OR Donate to Existing Scholarship

Award entities awards scholarship to SSU students to offset educational cost. Donors with an established scholarship fund or those establishing a fund, should forward donations, made payable to the Savannah State University Foundation (SSUF), to:

Savannah State University
University Advancement
3219 College Street
Box 20439
Savannah, GA 31404

If you require a signed W-9 from SSUF: The form can be downloaded from the University Advancement website: <https://www.savannahstate.edu/fiscal-affairs/documents/W-9-Savannah-State-University.pdf>

Scholarship Awards

While we have departmental scholarships, alumni chapter scholarships, foundation scholarships, most scholarships are awarded through the Office of Financial Aid.

Scholarship System Access: <https://savannahstate.scholarshipuniverse.com>

More information available online at: <https://give.savannahstate.edu/scholarship-information-for-students>

For questions and inquiries regarding the scholarship process and all general university scholarship (the vast majority), contact the **Office of Financial Aid** at finaid@savannahstate.edu

A few departmental, alumni chapter, and foundation scholarships continue to be administered by the Division of University Advancement. For questions regarding the aforementioned, contact ua@savannahstate.edu