2021-2022 SCHOLARSHIP PAYMENT FORM

Return via email to:
scholarships@cpp.edu

CalPolyPomona

As required by Department of Education Federal Student Aid Handbook, Coded Memos ASA-2016-10 and ASA-2016-28 - If a student receives scholarships that would cause their total aid from all sources to exceed the Cost Of Attendance (COA), then adjustments must be made. To the extent possible, the financial aid office will reduce and/or replace unmet need first, then loans and work-study prior to adjusting any other grants or scholarships. In general, unless the scholarship is considered wages, it is other financial assistance and must be factored in.

Instructions

Complete this form if scholarships are to be paid during the **2021-2022 year only**

1. Download the form and save it to your computer
2. Complete **Section 1**
    a. Provide Chartfield **OR** Project ID number
        *Chartfield is for **STATE ACCOUNTS ONLY**
        *Project ID number is for **PHILANTHROPIC FOUNDATION & FOUNDATION ACCOUNTS ONLY**
3. Complete **Section 2**
    a. Indicate requirements (if any) the recipient must meet in order to receive the scholarship
        *Please note: any recipient not meeting specified requirements will experience a delay in processing of payment or deemed ineligible to receive scholarship payment
4. Complete **Section 3**
    a. List scholarship recipient(s)
    b. Indicate amount and term distribution of payment
5. Complete **Section 4**
    a. Confirm eligibility and payment
    b. Provide all appropriate signatures
    c. Email signed form to the Scholarships team at **scholarships@cpp.edu**
    d. In order to process scholarship payment for the 2021/2022 academic year, please submit form by April 30, 2021.

SECTION 1:

If the funds are to be paid from a **State Account** provide Chartfield (State Accounts Only - 25 digits):

Account	Fund	Dept	Program	Class

If funds are to be paid from a **Foundation Account -** provide Project ID Number (Foundation Accounts Only-6 digits):

Name of College/Organization: _____

Name of Department: _____

Scholarship Name: _____

Scholarship Coordinator or Point of Contact (name/title/email _____

SECTION 2

Per the scholarship donor agreement or Department Scholarship contract, are any of the following applicable in the student receiving the scholarship?

1. **Is this scholarship Need-Based or Merit Based? (Refer to page 3 for explanation)**

2. **What is the minimum enrollment requirement for the recipients to receive this scholarship?**
    * Please note - recipient must be enrolled in at least 1 units for the term in which you wish to pay the funds

Was this Scholarship advertised in the Bronco Scholarship Portal (BSP)?
(Must select an answer or form will be returned unprocessed. If 'no' please indicate why in the comments section below).

Comments: _____

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SECTION 3:

	Bronco # (9 digits)	Student Name	Scholarship Name	Fall21 Semester	Spring22 Semester	Summer22 Semester	Total Amount
Ex.	012345678	Billy Bronco	Cal Poly Pomona Scholarship	$1000.00	$1000.00		Auto-fill
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
				Total Amount to be billed to this Project Number			

SECTION 4:

By checking this box, the person preparing this form or Department Authorized signer confirms that all students listed on this page meet donor agreement requirements.

Name of person preparing form (Please print)   **Extension #**

Department Authorized Account Signature   **Date (mm/dd/yy)**

Second Authorized Account Signature (if required)   **Date (mm/dd/yy)**

This expenditure benefits the educational mission of the CSU and meets the policy requirements of the Education Code Section 89904.6, Section 9.2 policy on Expenditure of funds for CSU Auxiliary Organizations. It is also in compliance with the university

FOR STAFF USE ONLY

Completed by:

_____

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FREQUENTLY ASKED QUESTIONS

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Q: What is the difference between need-based scholarships and merit-based scholarships?
A: Need-based scholarships require students to complete the FAFSA/Dream Act Application in order to receive it. When a student completes the FAFSA or the California Dream Act Application, the expected family contribution is determined based on information submitted by the student. The calculation to determine unmet need is Cost of Attendance minus Expected Family Contribution (EFC). Whereas, **Merit-Based** scholarships are typically based on talents, academics, achievements etc.

Q: Why has the student not received their scholarship?
A: There are multiple reasons that may delay a student's scholarship:

- Student is enrolled below the minimum units indicated above in section 2
- Student does not have enough unmet need to include the scholarship when coordinating with other financial aid. In accordance with federal regulations, we are required to coordinate financial aid for all students.
- Student does not meet Satisfactory Academic Progress (SAP)
- During processing "peak times" there may be minor delays to posting and releasing funds to students

Q: What is Satisfactory Academic Progress (SAP)?
A: The Office of Financial Aid & Scholarships evaluates Satisfactory Academic Progress (SAP) at the end of each semester once grades have been finalized and posted. All federal and state aid applicants are included in this review regardless of program of study or enrollment status.

The evaluation is based on the student meeting three criteria, which are described below:

1. Meeting a minimum cumulative grade point average (GPA)
2. Earning a minimum number of credits (Pace of Completion)
3. Cumulative attempted hours not exceeding program requirements (Maximum Time-Frame)

Students who fail to meet any one of the criteria are considered ineligible for federal or state financial aid as well as need-based scholarships.

For assistance with this form or questions - email us: scholarships@cpp.edu