**NORTH DAKOTA FINANCE & OPERATIONS**

**STUDENT ASSOCIATION POLICY LIBRARY**

Awarding Scholarships/Stipends

**SUBMITTING OFFICER NAMES –** NDSA will elect officers during the March or April meeting and some officers may be appointed closer to the start of the term. Positions that are filled after April 15th need to be submitted to Patty Sigurdson as soon as possible.

1. The NDSA President and/or Vice President of Finance and Operations will send the scholarship recipient list to Patty in UND Controller’s office as soon as possible after the election in order to meet UND’s deadline of April 15th for scholarship notification. The Award List must include: Name of Student, EMPLID number, the institution where the student is enrolled. (Example: a student may take collaborative classes at VSCU, but is Enrolled through Dakota College Bottineau), NDSA Officer Position, Annual Amount and Per Semester Amount. Any additions or changes of the list throughout the year must be sent to Patty as soon as possible for early awards submission. The following format is preferred:

|  |  |  |
| --- | --- | --- |
| 2013-2014 NDSA Scholarship Information |   |   |
| Name | EMPLID | Institution | Position | Annual  | Per Semester |
| Jane Doe | :0999999 | NDSU | Lobbyist |  $ 3,000.00  |  $ 1,500.00  |
| John Doe | :8888888 | BSC | Web Coordinator |  $ 1,000.00  |  $ 500.00  |

**AWARD PROCESSING –** Upon receipt of the award list:

1. Patty will send the electronic submission to UND Student Financial Aid for UND student representatives. This will cover both Fall and Spring semester.
2. Patty will prepare the paperwork for UND Accounting Services to cut checks to other institutions for the FALL Semester. Spring Semester Checks will be cut and sent to institutions prior to December 1st
3. The Fall award check, along with a letter that includes the Fall student information, as well as information asking the institution to enter a “placeholder” on the student’s account for Spring, will be mailed to institutions in April by Patty.
4. The “placeholder” will show the amount of the expected award for Spring.
5. Processing and mailing will take about 2 weeks, so it is imperative to have the award list as soon as possible after the elections.
6. Late additions to the award list will be processed immediately upon Patty receiving the notification from NDSA.
7. All award checks MUST be received by the school by the last day to add a class during the semester. For these days, view UND’s calendar at http://und.edu/academics/registrar/calendar-academic.cfm

**SCHOLARSHIP/STIPEND DISBURSEMENT –**

1. Awards will show on the students account by June.
2. NDSA will advise Patty as soon as possible if a student withdraws from school.
3. Students, who no longer wish to serve on NDSA, are asked to fulfill their obligation until the end of the semester.
	1. If the Officer finishes out the semester but chooses not to continue into the spring, the NDSA President needs to inform Patty so the spring semester award can be revoked- preferably before December 1st.
	2. If a new Officer is elected to replace a member during the fall semester, they will be serving on a volunteer basis with no award being given until the spring semester.

|  |  |
| --- | --- |
| **Sharon Loiland**UND Controller264 Centennial Drive Stop 8364Twamley Hall Room 116Grand Forks, ND 58202-8364sharon.loiland@und.edu701-777-3178 direct line | **Patty Sigurdson**Administrative Assistant to UND Controller264 Centennial Drive Stop 8364Twamley Hall Room 116Grand Forks, ND 58202-8364patricia.sigurdson@und.edu701-777-2243 direct line |