



## Policy Library

### Scholarships

Approved by the General Assembly on Saturday, April 27, 2019

#### 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 the UND Business Service Center as soon as possible.

The NDSA President and/or Vice President of Finance and Operations will send the scholarship recipient list to the Business Service Center as soon as possible after the election in order to meet a 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 the Business Service Center as soon as possible for early awards submission. The following format is preferred:

#### Example:

#### 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

#### SCHOLARSHIP DISBURSEMENT

- A. Awards will show on the students account by June.
- B. NDSA will advise the Business Service Center as soon as possible if a student withdraws from school.
- C. Students, who no longer wish to serve on NDSA, are asked to fulfill their obligation until the end of the semester.
  - i. If the Officer finishes out the semester but chooses not to continue into the spring, the NDSA President needs to inform the Business Service Center so the spring semester award can be revoked, preferably before December 1st.
  - ii. 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.