



## FLORIDA STATE UNIVERSITY FOUNDATION

### Scholarship FAQs

- ◆ Can I use the scholarship disbursement request form for teaching awards?

No. Teaching awards must be made through the University Payroll Services department since the award is tied to their employment, not student, status.

- ◆ Does the scholarship department check that the scholarship request meets fund restrictions?

Yes. The scholarships department will periodically spot-check requests; however, those signing the attestation portion of the scholarship request as the Dean, Department Chair, or Selection Committee Member are ultimately responsible for ensuring requests meet the restrictions of the fund.

- ◆ Is a thank you letter required, and how often does it need to be completed?

A thank you letter is required for every fund, whether or not there is a specified donor contact. If your department or academic unit stewards internally, a copy of the thank you letter must be sent to Donor Relations at the Foundation for recordkeeping. One letter per academic year per fund is the required frequency.

- ◆ When should I use FSU Financial Aid or FSU Payroll as the payee/vendor?

FSU Financial Aid will be your default choice for the payee/vendor. If your student is a non-resident alien, FSU Payroll will need to disburse the funds for tax purposes.

- ◆ Can the same person sign on both signature lines for a single request?

Yes. In some cases the Dean, Department Chair, or Selection Committee Member may also be an Authorized Signer or Responsible Party on the fund. In this case, the same person may sign in both places. Please remember that requests over \$1,000 still require a Responsible Party or their designee and in all cases, both lines must be signed.

➤ **How should I complete a request for multiple students?**

There are enough spaces provided on the form for a few students, but if the number exceeds the available space you may choose to attach a list of the students behind the form along with their corresponding OMNI number and total disbursement. Please do not clip or staple multiple requests together, as it increases the likelihood one will be missed. Also, do not include both US-resident and non-resident alien students on a combined request. Each one has a specific payee/vendor that cannot be combined with a single disbursement.

➤ **How long does it take for a request to be processed?**

Unfortunately, we cannot guarantee when funds will be disbursed to students. From campus mail schedules and bank processing times, to regulatory aid limits and student credit hours, there are various parties involved in the process that operate independently and can delay a disbursement. We suggest that if a student is being awarded a scholarship for multiple semesters during the academic year, please send all disbursement requests at the same time.

➤ **How do I know who to contact if a student is asking about their award?**

If you have just recently mailed a scholarship disbursement request form, please contact the Scholarships department within the Foundation at 644-1090. If a student's award is showing on their record but has not yet been disbursed to them, please contact Student Business Services at 644-9452. If you have not just recently mailed the form and the student's award is not yet showing on their record, please contact Financial Aid at 644-0539.

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