Awarding Institutional Gift Aid (Scholarships, Grants, and Fee Remissions) to Undergraduate and Graduate Students attending Indiana University

Mission

The awarding of undergraduate and graduate gift aid should always be strategic and complement the campus' enrollment plans for the recruitment and retention of students. Efforts should be made to ensure awarding practices recognize that another desired outcome is to convert current recipients into future donors.

Awarding practices should reflect the ethical standards and fiscal policies of the University, with priority focused on financing academic year costs for current or future terms. Donor agreements and other applicable restrictions should always be applied.

Best Practices

Adequate information should be available to all students prior to the application process and recipient selection. Data entry of award amounts and accompanying fiscal transactions should occur in appropriate proximity to award notification. All recipients of gift aid should be notified of their award, as well as related information, such as terms of acceptance and renewal criteria.

Determination of award eligibility as well as notification of awards should be made as close to the time of admission as feasible in order to facilitate the freshman and/or graduate student's decision-making process. Awards should be renewed as close to the time of registration for enrollment in subsequent terms as feasible, in order to facilitate the upperclass student's decision to continue.

- Awards should be entered into the system in a timely fashion, with consideration of already-existing IU scholarship commitments to the student.
- Initial eligibility restrictions and renewal requirements should be clearly and continually stated to recipients.
- Awards should be equally divided between the two semesters, which reflects the nature of costs incurred and other financial aid that may have been awarded.
- Awards to undergraduates should be designed to be renewed for the equivalent of a four-year bachelor's degree, 8 academic semesters. Adherence to eligibility requirements should be monitored on an academic year basis, with changes in award amounts made to eligible students for the subsequent academic year rather than determined each semester.
- Awards should not be withdrawn or adjusted for students once they have been disbursed.
- Awards should not be made retroactively or for terms of non-enrollment.
- Awards should not be made to students whose costs of attendance have already been met with other financial aid.
- Awards should not be made to Title IV Federal aid recipients whose financial needs have been met by aid that has been fully disbursed.