

# TWU School of Management Scholarship Rules and Regulations

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## SCHOLARSHIP COMMITTEE

Members must be affiliated with the School of Management - faculty, staff, or adjuncts

*Note: Letters of references cannot be written by any of the members of the scholarship committee*

## THE APPLICATION

- Students can apply for the scholarships using the STARS (Scholarship Tracking and Review System) starting November 15<sup>th</sup>, 2011

## APPLICATION PERIOD

- Application period is November 15<sup>th</sup>, 2011, until February 3, 2012, at 5:00 pm.

## ELIGIBILITY

- Students must be classified as a sophomore or higher with at least nine semester hours of TWU business classes.
- Only SOM Business majors will be considered
- Fashion and Textiles or Health Systems Management majors are not eligible.
- Business minors are not eligible for SOM scholarships.
- Students must be enrolled in classes during the semester the scholarship is slated to be applied.
- At least nine hours of business classes must have been completed within the past four years of the application date in order to be eligible for a SOM Scholarship.

## QUALIFIED APPLICATIONS:

*(All of the below must be met in order to be considered for a SOM scholarship)*

- All applications will need to be submitted through STARS. You can access STARS through the Pioneer Portal. For more information on STARS please go to <http://www.twu.edu/finaid/scholarships-faq.asp>
- ALL Letters of Reference need to be submitted either by mail or in person to the School of Management (CFO 505) by the deadline or postmarked by the deadline (February 3<sup>rd</sup>, 2012)
- No late applications will be accepted, regardless of reasons.
- Letters of Reference that are emailed or faxed will not be accepted.
- Applications can be submitted separately through STARS before the deadline; however, ALL Letters of Reference must be turned in by the final deadline in order to be considered.
- **All Letters of Reference need to be hard copies and inside a sealed envelope.**

## RATING PROCESS

- Committee members will individually rate and score each application based upon the Scholarship rubric.
- Graduate scoring and undergraduate scoring may be considered separately.
- Individual scoring will be entered into an Excel spreadsheet and sorted by score.

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- Top scores will receive the scholarships, as determined by the committee.
- Money amounts will be based upon available funding and rating scores.

**NOTIFICATION PROCESS**

- Students will be notified by email that they have received a scholarship. Money amount will be omitted and they will be invited to attend the yearly Mixer for awarding of scholarships.