

# **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**

- Available on the School of Management website starting November 3, 2010

## **APPLICATION PERIOD**

- Application period is from November 3, 2010, until February 2, 2011, 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 Care 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 to.
- 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)*

- Complete applications (which include ALL Letters of Reference) must be received in the SOM department by the deadline or postmarked by the deadline.
- No late applications will be accepted, regardless of reasons.
- Letters of Reference that are emailed or faxed will not be accepted.
- You may turn in the application separately; 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.
- 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.