CHAPTER/NETWORK SCHOLARSHIP PROCESS
2017-2018 ACADEMIC YEAR

Application Process
The Texas Exes Entering Freshman Scholarship Application opened on September 1. This year, UT’s Office of Admissions marketed the scholarship on applicant’s MyStatus page. Additionally, emails to applicants were sent by Admissions rather than Texas Exes.

The original deadline was December 1, which corresponds with UT’s admissions application deadline. The Texas Exes scholarship deadline was then extended to December 8. As of January 1, Texas Exes has received over 17,800 applications – up from a total of 7,400 last year.

The Texas Exes Entering Freshman Scholarship Application remains open until February 15. This gives students one final chance to apply for entering freshmen scholarships, with the exception of the Forty Acres Scholars Program. UT is no longer marketing the scholarship to applicants. Instead, Texas Exes scholarship staff is monitoring the number of applications per specific scholarship and will be sending targeted emails to UT applicants if we see that there is a low number of applicants.

Only students who submitted a Texas Exes scholarship application can be considered. Students had multiple opportunities to hear about the scholarship and two deadline extensions. Chapters and Networks cannot award a scholarship to a student who did not apply.

This also applies to currently enrolled students. If your Chapter or Network scholarship is not automatically renewable but the Chapter or Network wants to award to a student who is currently enrolled at UT, the student must have submitted the Texas Exes Current UT Undergraduate Scholarship Application (deadline is March 1). A scholarship cannot be awarded to a previous Chapter or Network recipient if they did not apply. The only exception is the automatically renewable scholarships. The student will automatically receive the scholarship. If there is a GPA requirement, Texas Exes staff will check the student’s GPA at the end of the spring semester to confirm continued eligibility.

If your Chapter or Network has an endowment agreement, there may be language that restricts the scholarship to entering freshmen only. If that is the case, then the Chapter or Network cannot consider currently enrolled students. If your Chapter or Network is unsure if the scholarship has restrictions, please contact the Texas Exes Scholarship Department (contact information listed at the end of this document).

Intent to Award
Beginning in Fall 2017, the Texas Exes Scholarship Department will send Chapters and Networks an Intent to Award Scholarships Form. The form will be instrumental in ensuring that the CHapte
or Network scholarship is properly set up in the application system and that staff is monitoring
the number of applications for that Chapter or Network and, if needed, reaching out to additional
UT applicants to apply.

The form will not be binding, meaning if a Chapter or Network submits the form in the fall but then
in the spring does not have enough funds or eligible applicants, the Chapter or Network is not
required to award a scholarship.

For this year, the Chapter or Network’s submitted list of reviewers will serve as the intent to award.

**Funds Available for Scholarship**

The report that shows the amount available for scholarship—either from endowment earnings or
from the chapter account held at Texas Exes—is usually available in late February/early March.
Once the Investments Committee approves the distribution, the Texas Exes Scholarship
Department will send the reports to Chapter and Network leaders.

Beginning this spring, the report will include additional information as it relates to the Chapter or
Network’s scholarship. Information will include scholarship restrictions, as specified in signed
endowment agreements, as well as any renewable recipient(s) who still has eligibility remaining.

Chapters who are in their first five years of awarding scholarships are eligible to receive matching
funds of $500, provided that the Chapter awards at least $500 from their own account. The
report will indicate if the Chapter is eligible to receive matching funds.

**Applicant List**

The Texas Exes Scholarship Department waits until UT has released final admissions decisions
before releasing applicant lists to the Chapter or Network. This is to ensure that the Chapter or
Network is only reviewing applicants who have been admitted to UT. Staff then removes students
who are not admitted to UT from the application system.

If the applicant entered their UT EID incorrectly and it doesn’t match up to the UT system, they
are automatically excluded. The applications warns applicants of this. Reminder emails will be
send to applicants informing them they have until February 15 to update their UT EID.

The standard timeline is that all Chapters and Networks will receive their list of eligible applicants
by March 15. This date is based off when Admissions normally releases final admissions decisions
and gives staff time to clean up the system and prepare the databases.

The Chapter or Network Scholarship Chair will receive an Excel file containing data of eligible
applicants from the Chapter area or Network demographic. The Chapter or Network can use the
list to decide which applications to review. Not all applications have to be reviewed. This is
important for multiple reasons:

1. For Chapters: The system is set up to pull students from the Chapter area. The Chapter
area is comprised of high school zip codes that fall in the zip code range provided by the
Texas Exes Chapters Department. If your Chapter only wants to consider students from
certain high schools, the Chapter Scholarship Chair can use the list to filter out the other
applicants. We will not change the zip codes in our system.

   a. If your Chapter list has zip codes that seem wrong, please let the Texas Exes
      Scholarship Department know. There is an occasional glitch in the system that
pulls applicants into the wrong scholarship portfolio. We work with the system provider, AcademicWorks, as we discover these issues.

2. If your Chapter or Network list has a high number of applicants and you don’t want to bombard the reviewers, the list can be used to reduce the number of applicants or to set priorities. Example: The Chapter or Network can filter out low test scores. If your Chapter or Network wants to consider financial need, the list can be used to do so.

3. Regarding financial need—this year the field has been changed a bit to mimic what Admissions asks applicants. Rather than applicants designating an income for each parent, the field asks for an income range. The ranges are the same ranges on the admissions application. This information is optional. The application does say that the financial information is optional but that by not completing it, the student will not be considered for financial need scholarships.

Volunteer Reviewers
The Chapter or Network Scholarship Chair should start gathering a list of scholarship volunteer reviewers. At least three volunteers are required to review applications.

The volunteers do not need to be members of Texas Exes. This is a good opportunity for the Chapter or Network to engage volunteers. The Chapter or Network can advertise for volunteers in their Texas Exes email newsletter and/or on social media.

The Chapter or Network Scholarship Chair will need to submit a reviewer spreadsheet, provided by the Texas Exes Scholarship Department, by February 10.

The Texas Exes Scholarship Department will then:

- Email the reviewers an electronic Texas Exes Scholarships Confidentiality/Conflict of Interest Agreement. Reviewers will have until February 20 to electronically sign the document.
- Send the Chapter or Network Scholarship Chair the list of reviewers who signed the agreement and are eligible to review applications on February 22.
- Set up eligible reviewers in the system and send general information on how to access and navigate the online review system.

Review Process
The Chapter or Network Scholarship Chair is responsible for communicating to the reviewers, as it relates to the Chapter or Network’s individual review and selection process. This entails splitting up the list of applicants and communicating to the reviewers which application they are reading, a scoring rubric, the deadline for the reviewers to read applications/submit scores, etc.

The system will automatically open to all reviewers on March 20. If your Chapter or Network wants to delay access to the system until a later date, please let the Texas Exes Scholarship Department know before March 20.

This is very important! When the system opens to reviewers, all reviewers get an email that they have applications to review. When the reviewers log in, they will see all eligible applications for the Chapter or Network. The reviewer may get overwhelmed by the number of applications in the folder or may start reading applications not assigned to them.

Please be sure that the Chapter or Network Scholarship Chair has communicated to the reviewers BEFORE the review system opens. The Chapter or Network review process does not have to start
on March 20—that is just our standard date so that the Chapter or Network has as much time as possible in the system.

The Chapter or Network can use whatever process they want in reviewing applications and selecting recipients. This includes facilitating multiple reads per application, different review stages, interviews, etc.

As a reminder, only eligible reviewers can view application materials. This means that the Chapter or Network cannot share login information or pull up the applications at a board meeting, or similar meeting, and have other people review the applications if they did not sign the Texas Exes Scholarships Confidentiality/Conflict of Interest Agreement.

**Identifying Recipients**

Once the Chapter or Network has selected the list of student to offer the scholarship to, as well as a list of alternates, the Chapter or Network Scholarship Chair must email the UT EIDs and names to the Texas Exes Scholarship Staff BEFORE offering the scholarship.

The Texas Exes Scholarship Department will confirm eligibility of the recipients and will indicate whether the or not the student has paid the enrollment deposit or cancel their admission offer.

The deadline to pay the enrollment deposit is May 1. Many student wait until then to do so. A paid enrollment deposit does not necessarily mean the student is coming to UT. Many students pay enrollment deposits at various universities to hold their spot while they make their final decision. Not all students remember to contact universities and cancel their admission offer.

Once the Texas Exes Scholarship Department confirms eligibility of the intended recipients, the Chapter or Network can notify the students that they are receiving a scholarship.

**Submitting Scholarship Report Form**

The Scholarship Report Form must be completed by the Chapter or Network Scholarship Chair if awarding a scholarship. An updated report form will be sent in early April. Please do not submit a previous version of the form.

The form will ask for a list of recipients and amounts, as well as a list of alternates in rank order. This is important because if a student ends up declining the scholarship, the Texas Exes Scholarship Department can continue making offers without delay.

The form will also ask for a breakdown of where the money is coming from—endowment earnings, check from the chapter, money held at Texas Exes, matching funds.

The form is due May 15. If the Chapter or Network is sending in a check to supplement the scholarship award, the check must be submitted by May 15.

Once the Texas Exes Scholarship Department receives the form, funds are verified and the student is sent an official scholarship offer.

It is extremely important that all documents are received no later than May 15. This allows time to send the official scholarship offer and receive acceptance documents prior to the summer. After
June 1, it is extremely difficult to get documents from students in a timely manner. This date also allows time to process the scholarship funds and send the money to the Office of Financial Aid in time to pay the fall tuition bill.

If a Chapter or Network sends in a check and the student declines the scholarship and there are no other candidates, the Texas Exes Scholarship Department will contact the Chapter or Network about the funds.

Questions? TexasExesScholarships@texasexes.org or 512-840-6495