

COMPLIANCE GUIDELINES FOR OUTSIDE SCHOLARSHIPS

All athletes receiving scholarships from sources outside Pittsburg State University must abide by the following guidelines to ensure eligibility for athletic participation.

1. When applying for federal financial aid, list all scholarships you know you will receive on the *Student Data Form*, which may be obtained at the following website: <http://www.pittstate.edu/dotAsset/63148.pdf>. If you are NOT applying for federal financial aid, but will receive an athletic scholarship for tuition and fees and/or for on-campus (residence hall) housing, please complete the *Student-Athlete Data Form*: <http://www.pittstate.edu/dotAsset/71718.pdf>.
2. For ALL athletes (whether or not applying for federal financial aid), all scholarship donors must provide written notification to the Office of Student Financial Assistance (OSFA) of the amount to be given to the recipient for both the Fall 2009 and Spring 2010 semesters, as well as certification of the criteria for awarding the scholarship. If the scholarship is renewable (for future academic terms), that should also be stated within the notification letter.

If your donor does not provide a notification letter with the scholarship funds, you may provide a blank criteria form for your scholarship donor(s) at the following link: <http://www.pittstate.edu/dotAsset/71721.pdf>. Donors may mail or fax the signed, completed form to the OSFA. Contact information is listed on the form.

3. The scholarship funds should be payable to both the University and the student-athlete, or to the University, and may be included with the notification letter and/or criteria documentation. However, if the scholarship is made payable to only the student and mailed directly to the student, the student must bring the check to the OSFA, along with the criteria documentation; then the student may sign the check and allow Financial Assistance personnel to deposit the funds directly to the student's University account.
4. When a student-athlete receives a renewal scholarship, the criteria provided during the first year of receipt will suffice and further documentation will not be necessary unless the criteria for the initial scholarship have been revised.

Outside scholarships will not be applied to the student-athlete's University account until all criteria information is received by the University as outlined above. If scholarship funds are sent directly to the University without adequate documentation regarding criteria for awarding the scholarship, these funds will be held until said documentation is received at the OSFA.

If you have questions or require clarification of these guidelines, please contact Claudia Schiefelbein at the Office of Student Financial Assistance, 620-235-4241; or submit an email to cschiefe@pittstate.edu.