Scholarship Guidelines

Overview
- The Information Technology Division will offer an annual scholarship of at least $500, to be awarded each spring and paid each fall through the Office of Financial Aid and Scholarships at Texas State.
- Based on available funds, Committee members may increase award amount at their discretion.
- A committee chaired by the Executive Assistant to the Vice President and comprised of division employees will review applications, per the selection process described below, and determine the recipient(s).
- The scholarship will be funded through charitable contributions that include, but are not limited to, donations received during the annual Family Campaign.
- At the Committee’s sole discretion, recipients who fail to maintain their eligibility as described below may forfeit any future eligibility and may be required to fully reimburse the IT Division Scholarship Fund.

Eligibility
Eligible applicants must be an IT Division regular staff member, or the spouse, child, grandchild, or legal ward of a staff member. Applicants may be required to prove eligibility by submitting their most recent IRS Form 1040.
- A staff member must be employed at least six consecutive months prior to application deadline to be eligible, or for spouse, child, grandchild, or dependent eligibility.
- A staff member must be enrolled in a minimum of six semester hours at Texas State for the upcoming fall semester.
- The spouse, child, grandchild, or dependent of a staff member must be enrolled in a minimum of 12 undergraduate or 9 graduate semester hours at Texas State for the upcoming fall semester.
- Applicants who have completed college hours must provide an official current transcript proving that their overall grade point average is 2.75 or greater as of the date of the application. Applicants who do not meet this requirement will not be considered.
- Entering freshmen must provide an official high school transcript proving they graduated in the upper quarter of their class. Home-schooled students must submit the same transcript that they included in their Texas State application packet. The Chair of the Scholarship Committee may consider exceptions to this eligibility requirement.
- Scholarship applications must be received by deadline specified by committee.
- Recipients may only receive the scholarship twice.
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Submission Process
Applications are to be submitted through the Bobcat Online Scholarship System (BOSS) and include:
- A completed scholarship application.
- Personal statement essay which answers the following:
  - Applicant’s current classification.
  - Why applicant is pursuing a degree.
  - How applicant will use their degree.
- A current resume.
- Official transcript - high school or college. (See Eligibility section above to determine which to submit.)
- Two completed scholarship recommendations from a teacher or professor. Non-traditional students (i.e. home-schooled students, students who are returning to school after an extended period) may provide other references. Letters of recommendation may also be included in addition to the scholarship recommendation forms at the applicant’s option.

Selection Process
- The committee members will review the eligible application packets by mid-April.
- Committee members will individually assign a score to each personal statement, resume, recommendation forms, and transcript. The Committee reserves the right to request additional information from all applicants.
- Committee members will determine the recipient(s).
- The recipient will be notified and may be recognized at their departmental awards ceremony.