

Scholarship Award

ASI Fund (account number starting with a “1”) cannot be used to fund scholarships unless the scholarship is part of the scholarship agreement for ASI Student Government. Clubs and organizations, however, can choose to award scholarships out of their Agency accounts (account number starting with a “3”).

To give out a scholarship award, the Scholarship Award Form must be prepared. In addition, the Scholarship Award Form must be attached to a Disbursement Request that’s payable to Cal Poly Pomona University.

Financial Services will process the scholarship disbursement. Due to IRS tax reporting requirements, scholarship disbursements cannot be paid directly to the students. They must go through the Office of Financial Aid & Scholarships and be deposited directly into students’ financial aid accounts.

How to

A Completed Scholarship Award Form includes:

1. The scholarship recipient’s first name, last name, and Bronco ID number.
2. Account number, name of the club/organization, the name of your scholarship, the academic year the scholarship is awarded, the amount of the scholarship award for the first recipient, the total amount of scholarship for all recipients.
3. Check the academic quarter that the scholarship will be disbursed. It is okay to back-award to a previous quarter or the award can be input for the next quarter.
4. A student must have at least 1 unit to receive a scholarship for the quarter awarded. If a student is not attending Cal Poly Pomona (i.e., has 0 units), then the Office of Financial Aid & Scholarships cannot process the scholarship award for that student.
5. An authorized student signer must sign the form.
6. The club advisor must also sign the form.
7. If the scholarship is going to more than one recipient, then attach the second page.

8. Complete the Disbursement Request (*refer to page 31 for detailed explanation of the DR*), making sure that the payee is Cal Poly Pomona University.



SCHOLARSHIP AWARD FORM
ASI AGENCY ACCOUNT



Cal Poly Pomona
 Office of Financial Aid & Scholarships

List the first recipient here. If you have additional recipients for the same account/project number, use the second page "Scholarship Award Form Foundation Account (con't.)" for the rest of the recipients.

BILLY	BRONCO
Student's First Name	Student's Last Name

011234567
Bronco Number

Account / Project Number:	3S0123
Name of Organization:	Sample
Scholarship Name:	Form Design Scholarship
Award Year:	2022-2023
Amount to Award:	\$200.00
Total Amount to be billed to this Account/Project Number:	\$600.00

Quarter(s) to Disburse: Fall Winter Spring Summer

Minimum number of units required for student to receive this award (Must be greater than 0)

Star Niesl	2800
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Name of Person Preparing Form (please print)	Extension #
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Megan Peters	07/25/2022
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Account Authorized Signature (Student)	Date (mm/dd/yy)
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SFAdviso	07/25/2022
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Authorized Account Signature (Advisor)	Date (mm/dd/yy)
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If the second page is being used, please sign the second page as well.

This expenditure benefits the educational mission of the CSU and meets the policy requirements of the Education Code Section 89904.6, Section 9.2 Policy on Expenditure of Funds for CSU Auxiliary Organizations. It is, also, in compliance with the University Related Project Agreement.

SCHOLARSHIP AWARD FORM ASI AGENCY ACCOUNT (con't)

If you have more than one student for the **same account / project number**, add the additional students here.

Account / Project Number:

	Bronco #	Student Name	ScholarshipName	Amount	Quarter (F/W/Sp/Su)
2.	011234567	Billy Bronco	Form Design Scholarship	\$200.00	FALL
3.	011234568	Milo Niles	Form Design Scholarship	\$200.00	FALL
4.	011234569	Kristen Mora	Form Design Scholarship	\$200.00	FALL
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31.					
32.					
TOTAL for both pages				\$600.00	

Sample Student Authorized Signer
 Account Authorized Signature (Student)
Sample Advisor
 Account Authorized Signature (Advisor)

Date (mm/dd/yy)

 Date (mm/dd/yy)

Revised : 12/23/2015