

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: Academic Affairs**

**NUMBER: 06.A.12**

**AREA: General**

**SUBJECT: Administration of Scholarships and Financial Aid**

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**1. PURPOSE**

- 1.1. This administrative memorandum establishes guidelines for the administration of scholarships and financial aid.
- 1.2. Scholarship and financial aid programs shall be administered on an individual basis according to the particular circumstances of the applicant and the policy of the particular program. These programs shall be designed to assist all qualified students who have demonstrated need and/or to reward students who have outstanding scholastic records or other meritorious achievements.

**2. POLICY**

- 2.1. The University of Houston System (UH System) is committed to providing financial assistance to eligible students through scholarships, grants, loans, employment and waivers. These assistance programs are funded by the federal government; the state of Texas; private donations and other university sources, and are subject to the regulations and restrictions imposed by the funding sources.
- 2.2. Each UH System component university, in accordance with federal law, has designated the Office(s) of Scholarship and Financial Aid as the unit(s) responsible for the administration and coordination of the scholarship and financial aid program at that component university. Each designated unit will be responsible for notifying their campus community, through an annual notification, the procedure for coordinating non-Title IV assistance with the component university's Office of Scholarships and Financial Aid. The component university's Office of Scholarship and Financial Aid must provide this notification no later than July 1 of each year.

The Office(s) of Scholarships and Financial Aid is responsible for recommending scholarships and financial aid policies and procedures to the responsible Vice President or designee, and for administering the policies and procedures in compliance with federal and state laws and regulations, donor restrictions, and UH System and component university policies and guidelines. Units providing non-Title IV assistance to students by way of certifying signatures, on scholarship memoranda, purchase vouchers, waiver certifications, service center requisitions or other authorizing documents that might be used at a component university are certifying that any donor or provider restrictions have been met and that the selected student is eligible to receive such funds.

- 2.3. The Office(s) of Scholarships and Financial Aid will publish and make available appropriate consumer information regarding aid programs, as required by applicable laws and regulations.
- 2.4. Each component university is responsible for scholarship and student financial aid funds available to that component university, and shall, therefore, maintain adequate methods for disbursing and collecting these funds and for complying with the reporting requirements of the federal and state governments, the UH System and other sources of student financial assistance.
- 2.5. The Chief Financial Officer or designee of each component university will be responsible for the disbursement and accounting control of scholarships and student financial aid funds and for the collection of loan funds. The controls used will follow the guidelines of state and federal regulations, System policy, donor restrictions, as well as generally accepted accounting principles.

### 3. TYPES OF AID

The following types of aid are available to each component university either directly or through donors.

- 3.1. Scholarships are gift aid awards based on selective criteria. Scholarship funds may be provided by component university funds from the state or by outside donors. Depending upon the source of funds and the related requirements, the recipient may be chosen by component university committee or by the provider.
- 3.2. Grants are gift aid awards to students provided, in most cases, on the basis of demonstrated financial need. The various grant programs available to the UH System are funded and regulated by the federal government or the state of Texas.

- 3.3. Loans are available on a short or long-term basis through a number of federal programs, as well as state, private and institutional sources. Loan rates and terms are set according to the program regulations. Repayment of long-term loans begins after the student leaves school or when the student's course load drops to less than half-time, and may extend for as long as 10 years.

Subject to availability of funds, emergency or short-term loans from university funds may be available for academic emergency expenses, and normally must be repaid within the current semester.

- 3.4. Need-based student employment through the federal and state college work-study program is funded by the federal government and the state of Texas and by either the component university or a participating non-profit organization. This program offers part-time employment on the basis of financial need to component university students who meet specified requirements.
- 3.5. Waivers are a form of financial aid that function as a discount in price. Texas statutes provide for waivers of tuition and/or fees for certain categories of students.

4. REVIEW AND RESPONSIBILITY

Responsible Party: Vice Chancellor for Student Affairs

Review: Odd numbered years before May 1

5. APPROVAL

Approved: Randy Harris  
Vice Chancellor for Administration and Finance

Arthur K. Smith  
Chancellor

Date: May 25, 2001

6. INDEXING TERMS

Scholarships  
Financial Aid