

About the Scholarship Voucher:

This is an Adobe fill-in form. Complete page 1. Your Acrobat program automatically completes pages 2, 3 & 4. Print all 4 pages, obtain budget officer signature, and make a copy to retain in your office. Drop down boxes can be used with the arrow keys on your keyboard, enabling the user to complete every field from his/her keyboard. The E-Form voucher is a PDF file requiring the complimentary Adobe Reader software. NOTE: You may only save form data with purchased Adobe Acrobat software. When saving, be sure you are clicking the Acrobat save button, not your browser's save button.

Prior to completing the scholarship voucher, please review the Help Document located at:

http://www.siu.org/Help/Awarding_SIU_Foundation_Scholarship_Funds.pdf for complete scholarship information.

Deadlines for submission:

- Scholarship vouchers for the **Fall** semester must be submitted to the Foundation by **June 1st**.
- Scholarship vouchers for the **Spring** semester must be submitted to the Foundation by **November 1st**.
- Scholarship vouchers for the **Summer** semester must be submitted to the Foundation by **March 1st**.

Steps to remember while completing the scholarship voucher:

1. Complete all of the contact information fields.
 - a. The Preparer will be contacted if there is a question, problem, or delay in processing the voucher.
 - b. Select the appropriate college and/or area from the drop down menu.
2. Do NOT attach/include cash balance reports or restrictions/stipulations reports printed from the SIU Foundation financial database. Do NOT include blank pages.
3. Complete every field in the Student Information Box.
 - a. The student's name should include the full first name, FULL MIDDLE NAME, and the full last name.
 - b. Names must be spelled correctly, and nicknames should not be used.
 - c. ID provided should be the student's Dawg Tag only.
 - d. The Citizenship Field is **not optional** and must NOT be falsified or submitted without verification.
 - e. If the Citizenship Field is populated with a "No," a contractual service voucher must be attached.
 - f. If a CSV is attached, the entire packet should first be mailed to International Tax, Mail Code 4333.
 - g. Semesters include only Fall, Spring, and Summer. Intercession is considered "Summer."
 - h. The "Year" Field should reflect the calendar year for the given semester.
 - i. Current Payment is the amount of the award granted for the given semester.
 - j. Future payments may be listed at the right on the form, but this does **not** create the future voucher.
 - k. Separate vouchers must still be created for any items listed in the Future Payments Field.
 - l. Scholarship forms missing any "yes" or "no" answer in any field cannot be processed.
4. The Foundation account title and number must be correctly shown on the voucher. The Foundation Account Title is the name of the fund. The key number is the first six digits of the Foundation account number. This will always be a "one" and a "zero" followed by the unique four-digit account number of the fund. (10xxxx) NOT 11xxxx.
5. Below the Student Information box and account information fields, there is an additional verification box. **All answers must be provided.** The Budget Officer will attest to and be held accountable for all answers and information on the scholarship voucher upon signing the form.
 - a. Item one - If the name of the award is different from the Foundation Account Title, give the award name on the first line in this section. If the award name matches the Foundation Account Title, this line may be left blank or marked with "N/A." **ALL NAMED AWARDS MUST BE PAID DIRECTLY FROM THE NAMED FUND FOR THAT AWARD IF A NAMED FUND EXISTS FOR THE AWARD.** If the cash balance of the named fund is not sufficient for the award, please see the help document for direction.

- b. **Item two** of this section covers the **Hours Exception**. There **MUST** be an answer in this field. If the fund stipulations require a full-time recipient, the hours exception field must be marked "No." If the fund stipulations do not require a full-time recipient, please consider the following:
 - i. Answering "yes" will allow a student in their final semester to receive the award, even if they are at less than full-time status.
 - ii. Answering "no" will ensure that only full-time students will receive the award.
 - iii. Students can drop classes long AFTER full-time status has been verified.
 - c. **Item three** reflects the Foundation policy that all recipients must write a Thank You letter. Recipients must be informed of this requirement. Line three of this section is a reminder that the student must be notified : 1) to write the thank you letter, 2) to whom the letter should be addressed, and 3) that the award will not be posted to the student's account until the thank you letter has been received by the Donor Relations Office.
 - d. **Item four** requires verification that the cash balance of the fund will not be exceeded. Cumulative award amounts for a given fund should be equal to or less than the cash available in that fund.
 - e. **Item five** of this section requires the verification that the student has met all requirements of the award. **Proof of eligibility of the student in regard to each restriction/requirement must be attached to the scholarship voucher.** (If "county" is included in the criteria, a data screen containing the student's address should be attached. If GPA is included in the criteria, a data screen showing the student's GPA should be attached. "Financial need" must be proven by attaching the RPAAWRD screen from Banner.) Each restriction must have a corresponding supporting document attached to the scholarship voucher. A single piece of supporting documentation may provide proof of multiple areas of eligibility. If there are no restrictions for a given fund, there will be no attachments to include in response to Question 5.
 - f. **Item six** of this section requires confirmation that all criteria regarding the selection process and committee requirements have been met. Please provide the names and titles of the selectors. Please do not provide the title of the selector without the individual's name. **The NAME(S) of the person(s) responsible for selecting the recipients must always be attached to the scholarship voucher.**
6. **Assembly and submission of the scholarship voucher:** Each page of the *individual* voucher and the required supporting documentation should be printed on one side of the paper only, and it should be bound by a paperclip, not a staple, in the following order:
- a. Page 1 of a single scholarship voucher with every field completed, budget officer signature and date.
 - b. Page 2 of that scholarship voucher.
 - c. CSV, if applicable.
 - d. Documentation of eligibility of the recipient as required by Item 5e listed above.
 - e. A list of the name(s) of anyone who selected the recipient.
 - f. **DO NOT MAIL PAGE THREE OR PAGE FOUR TO THE SIU FOUNDATION.**

Vouchers to pay for multiple semesters may be submitted at the same time. The voucher for a Fall payment should be separate from the voucher for a Spring payment. There should never be more than one Page 1 inside a single paperclip. There should be no documentation outside of the paperclip securing the voucher. A full set of documentation should be attached to EACH voucher. If the same set of documentation belongs with more than one voucher, copies should be made and attached prior to sending the vouchers to the Foundation. Each individual voucher should be complete in regard to steps A-E above. Each voucher must be able to pass an audit as a stand-alone document.

7. **Distribution:**
- a. Pages 1 and 2 should be sent to the Foundation. Carbondale, MC 6805. Springfield, MC 9666.
 - b. Forward Page 3 to the Carbondale Financial Aid Office, Mail Code 4702. (School of Medicine departments may disregard this step and shred the third page.)
 - c. Page 4 should be either a) printed to be presented to the recipient to notify him/her of the thank you information or b) not printed if another method of notifying the student is utilized.

If additional information is needed to complete this form, please call the SIU Foundation.

Carbondale Office
(618) 453-4900

Springfield Office
(217) 545-8024