

Scholarship Criteria Form

Scholarship Name: _____ Cost Center/Project Number: _____

1. Type of scholarship (check the applicable): Institutional scholarship Grants & Contracts

2. Selection of recipients by (check the applicable):

College Scholarship Committee Departmental Scholarship Committee other method

Name of Committee/or method: _____

3. To qualify for this Scholarship, a student, in addition to being admitted to UTRGV must meet the following Scholarship Criteria (check the applicable):

- Be a U.S. citizen or permanent resident
- Be a/an: entering freshman continuing freshman sophomore junior senior graduate SOM
- Be enrolled regular semester full-time (UG12+/GR 9+) half-time (6-11/6-8) less than half-time (1-5)
- Be enrolled accelerated semester full-time (UG6+/GR 6+) half-time (3-5) less than half-time (1-2)
- Allow to receive award if enrolled less than hours required during their last semester
- Have a minimum cumulative institutional GPA of _____ on a 4.0 scale (if already in college)
- Have a high school cumulative grade average of _____ and an ACT/SAT score of _____ (if an entering freshman)
- Be pursuing an academic major in the field of: _____
- Demonstrate financial need, as determined by the Financial Aid Office
- Demonstrate financial need, as determined by the US Department of Education rules for need-based Federal Financial Aid (FAFSA)
- Other (*race may not be designated as a criterion*): _____

4. The scholarship should be applied for the purpose of (check the applicable)::

Tuition Required Fees Books Room Board Stipend

5. Per THECB Guidelines and TEC 54.064, a nonresident or foreign student may be granted a waiver of nonresident tuition charges if the student is awarded at least \$1000. The scholarship must be open to both residents and nonresidents. Students must have competed with other students, including Texas residents, for the scholarship to be considered competitive. Scholarship must be awarded by a UTRGV scholarship committee.

Please note that this waiver is optional and may not be granted at the discretion of the University of Texas Rio Grande Valley.

Is the scholarship considered a Competitive Scholarship? (circle one) Yes Yes / No

6. In compliance with Internal Revenue Service Regulations, I certify that the above scholarship does not require its recipients to **“perform services in return for granting the scholarship, fellowship, grant, or stipend,”** including the requirement to pursue studies, research or other services primarily for the benefit of the University of Texas Rio Grande Valley.

Account Manager:			
	(Type/Print)	Signature	Date

Scholarship Committee Chair:			
	(Type/Print)	Signature	Date

Grants & Contracts:			
	(Type/Print)	Signature	Date



Proper Classification Questionnaire

This form is to be used in determining proper classification and routing of scholarships, fellowships, assistantships, stipends, or other awards, to students. Use of the form will help keep the University in compliance with Internal Revenue Service Regulations.

Questions

1.	<p>Does the award/payment require the student to perform services (clerical, teaching, research, coaching, etc) in exchange for payment? The performance of services required as a condition for receipt of the award/payment applies to (a) past, present, or future performance. See Item 1 under the Questionnaire Guidelines to assist in determining if a function is a service.</p> <p>NO – Department forwards completed Scholarship Recipient form to Scholarship Office for award processing.</p> <p>YES (or you are unsure whether "services" are required) – Continue to Item 2.</p>
2.	<p>The following questions should be answered to aid in determining the type of service performed and the portion of the award/payment representing payment for services. See Item 2 under the Questionnaire Guidelines for additional explanation and examples.</p> <ul style="list-style-type: none">a. Does the award/payment require the student to teach? YES/NOb. Does the award/payment require the student to perform research activities that benefit the department or University? YES/NOc. Does the award/payment require the student to perform other services that benefit the University, such as assisting a professor/staff, working in a department, keeping office hours, assisting a coach, etc.? YES/NOd. Does the award/payment require some type of service that is subject to the direction or supervision of the grantor? YES/NOe. Are the tasks being performed considered a key aspect of regular business activity for the department/program/grant? YES/NO <p>NO to all - Department forwards completed Scholarship Recipient form to Scholarship Office for award processing.</p> <p>YES to any – Continue to Item 3.</p>
3.	<p>Is a portion, or all, of the payment considered to be payment for services (answered Yes to any part of Item 1 or Item 2)?</p> <p>NO - Department forwards completed Scholarship Recipient form to Scholarship Office for award processing.</p> <p>YES – Continue to Item 4.</p>
4.	<p>Determine the proper value of the services provided.</p> <p>IRS guidance says to examine similar services performed by non-scholarship/fellowship/assistantship students; similar services performed by full or part-time non-student employees; and similar services performed by students or employees at other institutions.</p> <p>Compare the value of the compensation to the total value of the payment/award. Please refer to the Graduate College website at this link for additional resources.</p> <p>Total Payment _____ (-) Less FMV of Compensation _____ (=) Scholarship amount _____</p> <p>Scholarship Portion - Department forwards completed Scholarship Recipient Form to Scholarship Office for award processing.</p> <p>Payment for Services Portion (FMV Compensation) – Process Memorandum of Employment through Human Resources Office. If International Student, route thru Office of International Admissions and Services.</p>

Questionnaire Guidelines

Item 1: If deemed a scholarship, the payment must be processed by the Scholarship Office through Banner as a credit to the student's Banner account. If deemed payment for services, the payment must be processed through payroll via a memorandum of employment.

How to Determine If Functions Performed are Services:

1. Who decides when and where to do the work?
2. Who decides what tools or equipment to use?
3. Who decides what work must be performed by a specified individual?
4. Who determines the order or sequence to follow in performance of the work?
5. Are the tasks being performed considered a key aspect of regular business activity for the department/program/grant?

If the department/program/grant answers "Yes" to any of the questions above, the functions being performed are services and must be compensated through a Memorandum of Employment.

Item 2(b): Research Activities- Factors to be considered in answering this question include:

- Is the individual's work schedule subject to faculty/staff supervision?
- Does the department or University direct the course of the research work?
- Does the department or University have the right to retain any patents or copyrights resulting from the research?

(If the answer to any of these questions is YES, the answer to Item 2(b) should be YES.)

Example 1: Student X received a fellowship at the University to conduct independent scientific research, and under the terms and conditions of this fellowship award, he could choose his own subject and determine how best to conduct his own research. He had no teaching or other responsibilities at the University; the University had no legal right to, or interest in, the results of his research. He was not required to observe office hours or report to a supervisor. The answer to Item 2(b) is NO.

Example 2: Student Y is awarded a fellowship to pursue a research project, the nature of which is determined by the University. She must submit a paper to the University that describes her research results, and the University may publish or otherwise use the results of Y's research. The answer to Item 2(b) is YES.

Items 3 and 4: It is very important that Items 3 and 4 are answered as thoroughly and accurately as possible. This will help determine whether an allocation between the payment for services and educational assistance portion of the payment is necessary. In determining whether an allocation is necessary, consider whether the total amount of the award exceeds:

- a. The amount of compensation paid for similar services performed by non-scholarship students with qualifications similar to those of this recipient; or
- b. The amount of compensation paid for similar services performed by part-time or full-time employees of the University who are not students; or
- c. The amount of compensation paid by other educational organizations for similar services performed by either students or nonstudent employees.

If the payment (award) amount exceeds any of these amounts, an allocation of the award is likely necessary. See the following examples.

Example 3: Student A received a \$6,000 award from Department X of the University. As a condition to receiving the award, Student A performs services as a researcher, which benefits the University. Other researchers who are not scholarship recipients receive \$2,000 for similar services for the year. Therefore, \$2,000 of the scholarship will represent payment for services, taxable as wages.

Example 4: Student B is employed as a research assistant to a faculty member at the University. B receives a salary from the University that represents reasonable compensation for the position of a research assistant. In addition to salary, B receives from the University a qualified tuition reduction to be used to enroll in an undergraduate course at the University. The qualified tuition reduction does not represent payment for services.