SCHOLARSHIP GUIDELINES & POLICIES

ADVERTISEMENT

- To ensure a fair and open process for eligible students, all scholarships must be advertised on the Center for Scholarship Information website by completing a Scholarship/Educational Award Profile form. Forms can be downloaded from www.csulb.edu/scholarships under Student Resources.
  - The Center for Scholarship Information will forward the form to the Financial Aid Office in order for scholarship payments to be processed

APPLICATION PROCESS

- Each organization is responsible for collecting its scholarship applications and reviewing them for completeness and/or eligibility.
- Scholarships must be equal opportunity and may not discriminate based on race, color, age, gender, national origin, religion, or mental or physical disability.
- For samples of scholarship applications and acceptable criteria, contact the Center for Scholarship Information at scholarships@csulb.edu.

SELECTION PROCESS

- Each organization is responsible for creating its own selection committee to review applications and choose a recipient.
- The selection committee should have specific criteria for which to select a recipient.
- Students on the selection committee for a scholarship may not also be an applicant for any of the scholarships being discussed to avoid any conflict of interest.

REQUESTING RECIPIENT CHECK

- Once a student is selected, each organization must present the following information to its SLD advisor in order to request a scholarship check
  - A letter verifying the selection process including who was on the selection committee and the criteria used to select the recipient
  - A Scholarship/Educational Award Payment Form. Forms can be downloaded from www.csulb.edu/scholarships under Student Resources.