

# Scholarship Component (Brief Overview)

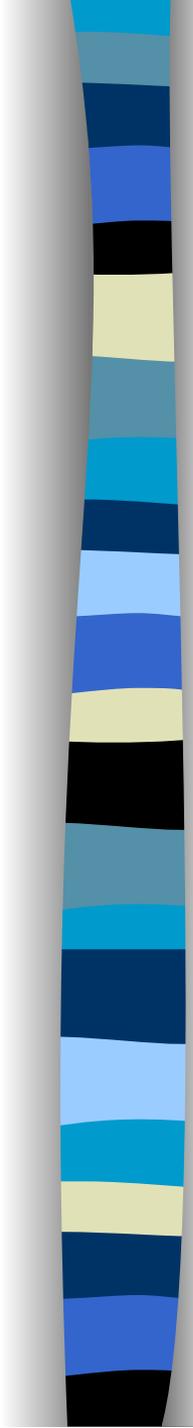


**Title II Scholarship  
Administration**



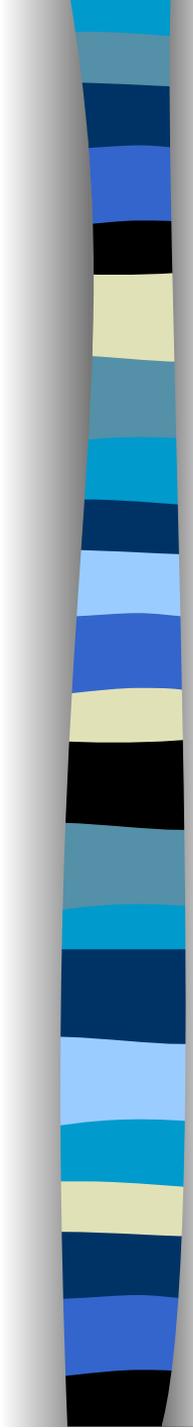
# When scholarship funds are awarded

- Grantees must use the contract provided by the Department
- Grantees must explain the content to recipients to ensure they understand the terms
- New contracts are required **each** time a scholarship is awarded



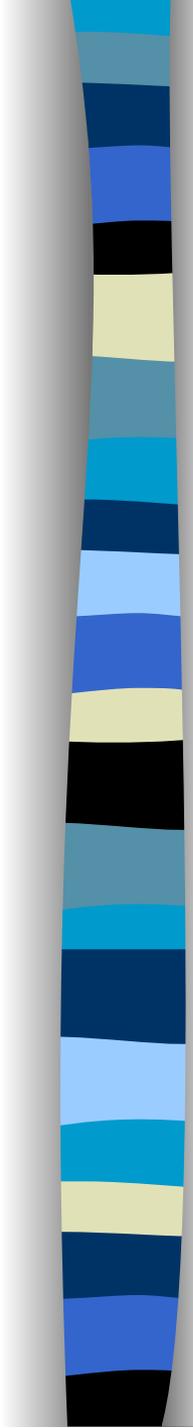
## Continued.....

- The scholarship recipient and the grantee must submit the scholarship terms and conditions contract to the Program Officer at the TQ Office (**this is a must**)
- Retain **original** scholarship agreement until student completes or leaves the program



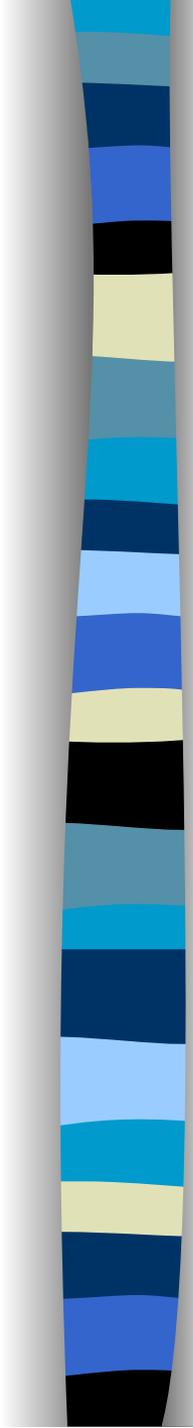
## Continued.....

- **“PLEASE”** include the **exact date** of completion or withdrawal from the program
- Send **original contracts** to ED within 30 days of students completing or leaving the program



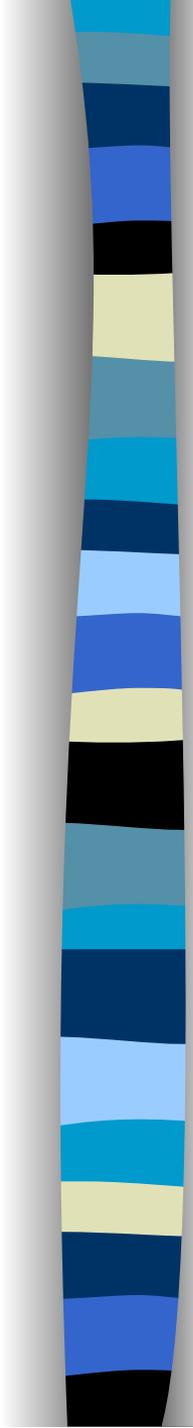
# Acceptable Formats

- **Diskette with information in spreadsheet format**
- **Photocopy of coversheet**
- **Other convenient format**
- **Preferred Format: Excel file on a diskette**



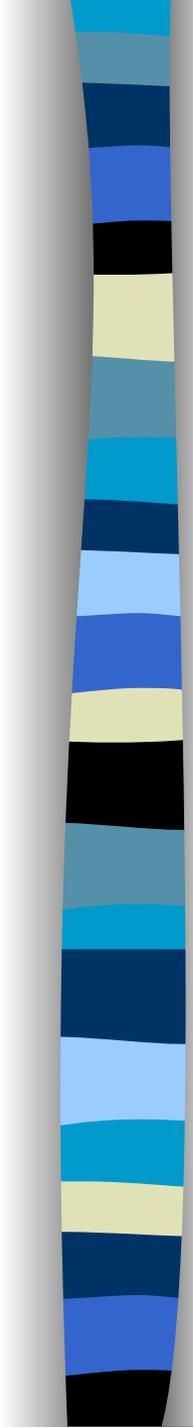
# Reporting Requirements

- Submit identifying student information within 30 days of:
  - Contracts execution **or**
  - Beginning of the program academic term



# Exit Interviews

- Conduct an exit interview with each student when they leave the program
- Make certain that they understand repayment and deferment requirements
- Make certain they understand that failure to establish a repayment system with ED will make them ineligible for further aid under Title IV.



# Promotional Materials....

- Include: brochures, flyers, websites, videos, PSA's
- **MUST STATE** that scholarships are “funded by the U.S. Department of Education through Teacher Quality Enhancement Grants program, Title II of the Higher Education Amendments of 1998.”



# Grantees Potential Liability

- Providing insufficient documentation of a student's indebtedness **MAY** leave grantee liable for outstanding debt
- Reference EDGAR Section 75.700 which addresses adherence to applicable statutes and regulations



# Program Contacts....

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