



## DHE Series 30-1 Scholarship Reporting Instructions

### General Instructions

1. Include all scholarships/waivers/fellowships paid with Unrestricted E&G funds.
2. Do not include:
  - a. Scholarships/fellowships from other sources, such as auxiliary funds, foundations, grants, and outside sources.
  - b. Scholarship expenditure reports should never include salaries and fringe benefits of staff involved in awarding and managing scholarships. Such expenditures should be reported under the Student Services expenditure function.
  - c. By NACUBO definition Graduate Assistantships are not scholarships and should be distributed among the appropriate expenditure functions (usually Teaching Salaries, Departmental Operating Expense, Research).
  - d. Out-of-state tuition waivers associated with graduate assistantships should be reported along with the assistantships, not as scholarships.
  - e. Tuition waivers for faculty and staff or their dependents. (Such waivers are a fringe benefit and should be allocated in the expenditure category in which the employee's salary is reported. If waivers for employees of sister institutions, such as UALR waivers for family of employees of UA community colleges, is not charged back to the institution, then do not include either as income or expense and do not include in this report.)
3. Report every unrestricted educational and general scholarship account number and provide the account title.
4. Provide the number of awards for each account along with the total actual expenditures and the budgeted amount for FY2021. Use unduplicated count of number of awards (i.e. if a student receives a scholarship in both the fall and spring semesters, that is 1 award; if a student receives a scholarship in only 1 semester, that is 1 award).
5. For undergraduate scholarships/tuition discounts other than those listed please provide an explanation of the criteria on which the scholarship is awarded.

## Instructions for Specific Categories

### Undergraduate Academic Scholarships

Include all undergraduate scholarships paid with Unrestricted E&G funds that have specific academic requirements, such as grade point, ACT score, etc.

Report separately, academic scholarships made to a student who qualifies for a **maximum** Pell grant.

### Undergraduate Performance Scholarships

Include departmental scholarships such as art, music, band, choir, theatre, and dance, as well as leadership awards, scholarships for winners of beauty/talent contests, etc.

Report separately, performance scholarships made to a student who qualifies for a **maximum** Pell grant.

### Undergraduate Out-of-State Tuition Waivers

Include all out-of-state tuition waivers (except those listed in #2 above), whether the waivers are listed as expenses or whether the tuition amounts are never included as income. If needed, multiply the number of waivers times the difference in out-of-state tuition and in-state tuition to obtain an estimate.

### Mandatory Tuition Waivers

Waivers **required by law**, such as waivers for National Guard members and senior citizens.

### Transfer Scholarships

Scholarships for transfer from Arkansas two-year colleges. The scholarship may require completion of an Associate Degree.

### Other Undergraduate Scholarships

**Attach a description of the requirements for each scholarship.**

Scholarships listed in this category **do not require academic levels above those required for regular admission**. Include waivers not listed in another category. (See #2 above for guidance.)

### Graduate Scholarships

Include graduate scholarships and fellowships as indicated in General Instructions above.

### Graduate Out-of-State Tuition Waivers

Include all out-of-state tuition waivers (except those listed in #2 above), whether the waivers are listed as income/expense or whether they are never

included as income. If needed, multiply the number of waivers times the difference in out-of-state tuition and in-state tuition to obtain an estimate.

## Template Instructions

1. You will enter your data on the sheet named "Series 30-1". **DO NOT EDIT THE FORMAT OF THE TEMPLATE IN ANY WAY.**
2. For each scholarship, enter the Fice code for your institution.
3. For each scholarship select your institution from the dropdown list.
4. Next, select the scholarship type from the dropdown list.
5. Enter your account number that is associated with your scholarship.
6. Enter the account title to describe the scholarship.
7. Enter the award expenditure for FY2020-2021. Do not use commas or dollar signs.
8. Enter the number of awards for FY2020-2021.
9. Repeat the above steps for each scholarship.
10. Save a copy of the sheet for your records prior to emailing your submission to DHE.