1. **PURPOSE**

To allow for responsible spending of UFF monies for scholarships and fellowships.

2. **APPLICABILITY**

All expenditures from scholarship and fellowship funds held by UFF for the benefit of UF.

3. **POLICY**

The available balance in the endowment spendable fund shall be expended exclusively for scholarships or fellowships or to support such awards. These scholarships or fellowships shall be awarded in accordance with standards established by the donor, if any. In addition, all awards shall be made in accordance with the University’s Management Plan for UF Donor-restricted Scholarships and Awards found at [http://www.sfa.ufl.edu/programs/scholarships](http://www.sfa.ufl.edu/programs/scholarships).

**Undergraduate Scholarships**

All undergraduate scholarships are to be awarded in accordance with the above-referenced Management Plan, which generally includes:

- A University-wide common definition for “need” for determination of eligibility which complies with the federal standard;
- Scholarships exclusively or primarily need-based will be administered by the University’s Office for Student Financial Aid (SFA);
- Scholarships with multiple criteria, including need, will be managed by the college or unit in a process that has SFA determining need eligibility;
- Colleges and units must establish procedures to ensure strict compliance with donor restrictions, if any;
- All undergraduate scholarship awards, including those managed by a college or unit, must be disbursed by SFA.

SFA disburses undergraduate scholarships according to federal aid guidelines. Allowable expenses to be paid from federal aid generally include tuition, fees, books,
room and board, transportation, and personal and miscellaneous expenses (such as internet access and student health insurance). SFA ensures that total aid for needy students does not exceed the cost of attendance and that total aid to athletes is within NCAA guidelines.

Graduate Student Scholarships and Fellowships

Graduate student support is to enable the recipient to pursue independent research, training, and original study. There is more latitude related to disbursement of graduate support and so support may be used to reimburse appropriate travel, conference attendance, submission fees, and similar expenses. If, however, there is a work requirement associated with the award (research or teaching assistantship), then all or a portion of the support may be taxable and needs to be disbursed through University Payroll. All graduate student support will be awarded and administered in accordance with SFA procedures as set forth at http://www.sfa.ufl.edu/programs/grants/.

4. CLARIFICATION

Requests for clarification of this policy should be sent to the Accounting Coordinator (jbockman@uff.ufl.edu) or the Disbursements Supervisor (jsessions@uff.ufl.edu).

Certified as approved by the Executive Committee of the UFF Board of Directors on: September 26, 2008.

Susan G. Goffman, Secretary

Revision history: Original version
                Revised September 26, 2008