



## Huston-Tillotson University Establish a Scholarship Agreement

Thank you for considering the creation of a fund to provide scholarships to deserving students. HTU has many different scholarship funds at HTU. We provide a variety of options so that you can choose whatever services you want and create a fund that meets your individual preferences.

### There are two types of scholarships available:

- Endowed Scholarship** (*This scholarship creates a continuing legacy*).
- Temporary Restricted Scholarship** (*This scholarship type is temporary and may require revalidation of the scholarship agreement form*).

The Institutional Advancement staff looks forward to working with you to define and describe your new fund. **Please complete all pages of the attached Scholarship Award Form and, if necessary, use an additional sheet of paper to provide any specific instructions for the scholarship. Please return the documents to the address provided below.** You may make changes to this original agreement anytime simply by notifying the University in writing.

To set up a new fund, here are a few things that you will need to consider:

1. Exact name or title of fund
2. Scholarship criteria for recipients  
We have provided some suggestions that you may wish to use as guidelines to determine criteria:
  - Residency (*Texas, U.S., International*)
  - Graduating high school senior or already enrolled as an undergraduate
  - Full or part-time student
  - Classification (*graduating high school senior, undergraduate, graduate*)
  - Graduation from a particular high school (*county, etc.*)
  - Participation in a sport or extracurricular activity
  - Financial Need
  - Major
  - Career specific

Sometimes guidelines list some or all of the following items:

- Grade point average
- ACT/SAT scores
- School activities
- Noteworthy activities
- Awards or recognitions

- Work history
- Class rank or percentile ranking
- Special talent
- Community and personal activities
- Demonstrated creativity
- Leadership

Completion of the Scholarship Award Form does not initiate or create an actual scholarship. In order to establish a scholarship, a draft scholarship agreement document is generated. Both parties (Donor/Representative and Huston-Tillotson University) will review the draft document and sign upon agreement of the terms.

Please feel free to contact the Office of Institutional Advancement staff with any additional questions or concerns that you may have.



**Huston-Tillotson University  
Scholarship Award Form**

<input type="checkbox"/> <b>Endowed Scholarship</b>
<input type="checkbox"/> <b>Temporarily Restricted Scholarship</b>

Name of Donor/Representative:			
Complete Mailing Address:			
Daytime Phone Number:			
Evening Phone Number:			
Scholarship in Honor/Memory of:			
Purpose of the Scholarship:			
Eligibility Guidelines:			
GPA:	SAT/ACT:	Classification:	Major:
Other (Ex. Does/Does not allow a refund) :			
<b>Please complete the area below for a Temporarily Restricted Scholarship:</b>			
Total Amount of Initial Funding: \$		Number of Annual Awards:	
Amount of Scholarship Award: \$		Date Award to begin:	
<b>Please complete the area below for an Endowed Scholarship:</b>			
Total Amount of Initial Funding: \$		Number of Annual Awards:	
Amount of Scholarship Award: \$			

\_\_\_\_\_  
Signature of Donor

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Received by: *(for office use only)*

\_\_\_\_\_  
Date:

Please return to:     Richard Oppel  
                                   Interim Vice President for Institutional Advancement  
                                   Huston-Tillotson University  
                                   900 Chicon Street  
                                   Austin, TX. 78702-2795

DISCOVER HT . [www.htu.edu](http://www.htu.edu)

cc:     HT Business Office  
            Scholarship Committee