

INSTRUCTIONS FOR COMPLETING FORM G
SCHOLARSHIP FORM

1. Complete all information on Form G – Scholarship Award Form.
2. Make three (3) copies of Form G

One (1) copy for your President's file

One (1) copy to mail, fax or e-mail to the 2009-2010 Federation 4th Vice President

Gloria Graves, 4th VP 2009-2010
Federation of Texas A&M University Mothers' Clubs
2403 Goldenrod
Highlands, TX 77562
atmmomglg@hotmail.com

One (1) copy for Texas A&M University Department of Student Financial Aid

3. Make all Scholarship Award **checks payable** to:

Texas A&M University

4. Mail your **check**, a copy of **Form G**, and **Scholarship Donor Form** to the Assistant Director of the Department of Student Financial Aid:

Judi Haas, Assistant Director
Department of Student Financial Aid
P.O. Box 30016
College Station, TX 77842-3016

Telephone: (979)845-3988
Fax: (979)845-9061

ABSOLUTELY DO NOT SEND SCHOLARSHIP CHECKS
TO THE TAMU FOUNDATION!

PLEASE READ!
IMPORTANT INFORMATION ABOUT SCHOLARSHIPS ON PAGE 2!!

IMPORTANT INFORMATION ABOUT SCHOLARSHIPS

The Student Financial Aid Office **MUST** have the names and Social Security numbers (or TAMU Student ID numbers) of all recipients of scholarships. This will help them coordinate scholarships and comply with Federal Financial Aid regulations.

If the Student Financial Aid Office selects the scholarship recipients for your club, the names(s) will be given to your club, once the scholarship is accepted. Each student is asked to send a thank you note to the club the first week in October.

If your club is aware of a student that wishes to apply for a scholarship administered by the Student Financial Aid Office, be sure to notify the student(s) that the deadline for completing an application form is **December 15** for Opportunity Awards and **February 1** for Academic Excellence Awards. We recommend that you get scholarship application forms to have on hand to pass out to interested students.

PLEASE GIVE THE FOLLOWING INFORMATION TO YOUR SCHOLARSHIP RECIPIENTS REGARDING INCOME TAX.

Any amount received as a qualified scholarship may be excluded from income tax. A qualified scholarship means any amount received by an individual as a scholarship where such amount is used for: qualified tuition and related expenses. This would mean that as long as the full amount of the scholarship is used for tuition, fees, books, supplies and equipment required to attend class at an educational institution, the full amount may be excluded from the recipient's gross income.