

## INSTRUCTIONS FOR COMPLETING FORM G ACADEMIC SCHOLARSHIP AWARD FORM

1. Complete **ALL** information on Form G – Academic Scholarship Award Form. **Please read it carefully when completing.**

2. ***Make THREE (3) copies of Form G:***

- a. **One (1) copy for your President's file**
- b. **One (1) copy for TAMU Scholarships & Financial Aid**
- c. **One (1) copy, along with your Club's current Scholarship Criteria, Guidelines, and Applications, for the Federation 4th Vice President Reports at:**

Connie Fletcher Pritchard '81  
Federation 4th Vice President Reports  
5117 Stonewater Loop, College Station, Texas 77845  
4thVPReports@AggieNetwork.com

3. ***Make all Scholarship Award checks payable to: Texas A&M University***
4. Mail your **check**, a copy of **Form G**, and the **Scholarship Donor Form** (found at [www.aggie moms.org](http://www.aggie moms.org) under Resources>Federation Forms>Form G) to the Associate Director of TAMU Scholarships & Financial Aid:

**Judi Haas, Associate Director**  
**TAMU Scholarships & Financial Aid**  
**P.O. Box 30016, College Station, TX 77842-3016**  
**Phone: (979) 845-3236 Fax: (979) 847-9061**

5. If you have a scholarship for the Texas A&M University campuses of **Qatar, Galveston, or McAllen**, you will also send the money to TAMU Scholarships & Financial Aid at the address above. Please attach a note to your Form G stating to which campus you wish the money to go. TAMU Scholarships & Financial Aid will then send it to the designated campus.

**ABSOLUTELY DO NOT SEND SCHOLARSHIP CHECKS**  
**TO THE TEXAS A&M FOUNDATION!**

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

## IMPORTANT INFORMATION ABOUT SCHOLARSHIPS

- ✓ The TAMU Scholarships & 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 TAMU Scholarships & 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 TAMU Scholarships & Financial Aid Office, be sure to notify the student(s) that the deadline for completing an application form is **December 1** for incoming Freshman and **February 1** for continuing TAMU Students (Academic Excellence Awards). We recommend that the scholarship information and submittal dates be posted on your Club webpage, with a link to the TAMU online application.
- ✓ **PLEASE SEND A COPY OF YOUR CLUB'S CURRENT SCHOLARSHIP CRITERIA, GUIDELINES, AND APPLICATIONS, AS APPLICABLE, WITH YOUR FORM G SUBMITTAL TO THE FEDERATION.**
- ✓ **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.*