



OUR LADY OF THE LAKE UNIVERSITY

## **ALUMNI SCHOLARSHIP**

The University's Alumni have created an endowed scholarship to be awarded to deserving undergraduate or graduate students on the basis of the applicant's strengths and needs. These awards of merit are in the amount of \$1,000 per academic year for undergraduates or graduates in regular or WEC (\$500 per Fall and Spring Semester or Tri I and Tri II).

### **APPLICATION DEADLINE**

**Application deadline is May 15<sup>th</sup> and will be strictly enforced.** Applications must be postmarked or hand delivered to OLLU's Alumni Office (Moye 102) on or before May 15<sup>th</sup>. **Only complete application packages will be accepted.** Packages should include official transcripts, letters of reference, personal letter and completed application form.

### **BASIC ELIGIBILITY CRITERIA**

- A. Applicants must be Our Lady of the Lake University, College or High School alumni (either a graduate or a former student) or a relative of an alumni (including: parent, child, brother, sister, grandparent, aunt, uncle, cousins, in-laws, half and step relatives).
- B. Applicants must be enrolled at the University or have been accepted for admission in the next Fall semester or Tri I trimester following application deadline (May 15<sup>th</sup>).
- C. Applicants must enroll for a minimum of 12 hours per semester for traditional undergraduate students; 6 hours per trimester for undergraduate Weekend College students; and 6 hours per semester or trimester for graduate students.
- D. Current college students are required to have a 3.0 GPA cumulative for all college coursework. Incoming freshmen applicants must have an 80 average on their high school academic record.
- E. Applicants will be ineligible if receiving tuition reimbursement from their employers.

### **APPLICATION REQUIREMENTS AND PROCEDURES**

Students applying for this scholarship must complete the Alumni Scholarship Application that is available in the University's Alumni Office (Moye Hall 102) or Financial Aid Office (Walter Center).

Applicants must submit:

- Two letters of reference; one from a relative who is an OLLU graduate or former student and one from a non-relative (teacher, employer, etc.) Alumni who are applying please send both letters from non-relatives.
- One page personal letter explaining why you want and financially need a scholarship.
- Current OLLU students who have not received the alumni scholarship before or transfer students must submit an official transcript of all college level course work completed to date.
- Incoming Freshmen must submit an official copy of their high school transcript and ACT/SAT test scores.

The Alumni Scholarship Committee will make recommendations for awards based on the following factors:

1. Academic record
2. ACT/SAT test scores (incoming freshmen only)
3. Letters of reference
4. Personal letter
5. Extra-curricular and volunteer activities
6. Work-experience (if applicable)
7. Financial need

### **AWARD NOTIFICATION**

The Alumni Scholarship Committee will meet in the summer of each year to evaluate applications and make recommendations for approval of qualified individuals.

The University's Alumni Relations office notifies the Financial Aid Office of the approved recipient's name and the amount of the scholarship awarded. The scholarship is credited to each student's account after verification of enrollment, with one half of the total award applied per semester (i.e.\$1,000 scholarship = \$500 per Fall and Spring semester or Tri I and Tri II trimester).

Scholarship recipients are notified in writing of their awards for the upcoming Fall Semester or Tri I trimester.

Scholarship recipients are required to acknowledge their awards in writing to the Alumni Office and send a letter of appreciation to the Alumni Scholarship Committee.

The Office of Alumni Relations may request specific information on all scholarship recipients for publicity purposes. Scholarship recipients may be called upon to participate in Alumni activities, such as Reunion, graduation events, mixers, or be requested to attend special events where they can be introduced to Alumni Scholarship Fund donors.

### **RENEWAL OF SCHOLARSHIPS**

Scholarship awards are renewed each semester if the recipient continues to meet the basic eligibility criteria as outlined above and maintains a cumulative GPA of 3.0 on all course work while attending OLLU. If a student fails to maintain the required GPA during a given semester, the student's academic performance will be evaluated to determine eligibility for renewal. It is the responsibility of the student to provide a copy of their Fall semester's transcript showing their GPA to the Alumni Office at the end of the Fall semester for their scholarship to be renewed for the Spring semester and to provide a copy of a cumulative transcript when applying to renew their scholarship for the next academic year.

Students wanting to renew their scholarship for the next academic year, must send a letter of request for renewal with a transcript showing their cumulative GPA to the OLLU Alumni Office (Moye Hall 102). Letters of request for renewal and attached transcript must be received in the Alumni Office by May 30<sup>th</sup>.

Time limit: undergraduate scholarships are renewable for a maximum of seven consecutive semesters or 13 trimesters or upon completion of a bachelor's degree (whichever comes first). Graduate scholarships are renewable for a maximum of four consecutive semesters or 6 trimesters or upon completion of a graduate degree (whichever comes first). We cannot guarantee the amount of award from one year to the next.

**Please return your completed application to:  
Our Lady of the Lake University  
Alumni Relations Office, Moye Hall 102  
411 SW 24<sup>th</sup> Street  
San Antonio, Texas 78207  
(210) 431-3985**