Guide to Completing the SFAS Form:
Competitive Scholarship Waiver for Non-Resident or Citizen

Purpose
This quick reference guide was developed by SFAS to help designated department staff complete the Competitive Scholarship Waiver (CSW) for Non-Resident or Citizen Form. The reference guide is broken down into two sections. This form is only required for Non-resident students receiving a UNT Competitive Scholarship award. This form should be attached to the corresponding Authorization for Payment (AFP) Form for the eligible student.

Estimated SFAS Processing Timeline
The CSW is posted to a student’s account at the same time the scholarship is posted. If a student advises your office that their scholarship award is posted but their waiver is not posted, please email the scholarship information (including the department/scholarship name, student name and id) to departmentalscholarships@unt.edu so that we may review the student’s account.

Instructions to Complete the Form

Section I: Student & Scholarship Information
This section reports the information specific to both the student receiving the Non-Resident Waiver and the corresponding Competitive Scholarship account.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>EMPLID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>2.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Residency</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Non Resident</td>
</tr>
<tr>
<td>3. Foreign Non Resident</td>
</tr>
<tr>
<td>4. Non Resident Oklahoma</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scholarship Name</th>
<th>Item Type Number</th>
<th>College</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>5.</td>
<td>6.</td>
<td>7.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Fall Scholarship Amount</th>
<th>Spring Scholarship Amount</th>
<th>Summer Scholarship Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>9. $</td>
<td>10. $</td>
<td>11. $</td>
</tr>
</tbody>
</table>

1. **Student’s Name.** Type/print student name here.
2. **Student’s EMPL ID.** Type/print student ID here.
3. **Residency.** Select student’s residency status here.
4. **Scholarship Name.** Note the name of the Competitive Scholarship awarded to the student.
5. **Item Type #:** The corresponding Item Type for the Competitive Scholarship. You will not have an Item Type to note if the scholarship has not yet been awarded in EIS. This is the only time this line should be left blank.
6. **College.** If department only, note n/a.
7. **Department.** Note the name of the Department awarding the scholarship.
8. **Academic Year.** Type/print the current academic year corresponding to the year in which the student will receive the Competitive Scholarship.

9. **Fall Scholarship Amount.** Enter the amount of the Competitive Scholarship awarded to the student.

10. **Spring Scholarship Amount.** Enter the amount of the Competitive Scholarship awarded to the student.

11. **Summer Scholarship Amount.** Enter the amount of the Competitive Scholarship awarded to the student, only if the student is awarded a scholarship during the summer term. If a student receives $1000 or more of a competitive Scholarship during the Fall, Spring or Fall/Spring combined, the student will also be eligible for the Non-resident Waiver during Summer term.

**Section II: Department Certification**

By completing this section the Account Manager for this Scholarship is confirming that the corresponding Competitive Scholarship meets the criteria for a Competitive Scholarship Waiver.

See UNT Policy Manual 18.3.5

Texas Education Code Sections 54.213, 51.842 and 51.9095

An institution of higher education may charge a nonresident student who holds a competitive scholarship of at least $1,000 for the academic year or summer term for which the student is enrolled resident tuition and fees without regard to the length of time the student has resided in Texas. The student must compete with other students, including Texas residents, for the scholarship and the scholarship must be awarded by a scholarship committee officially recognized by the administration and be approved by the Texas Higher Education Coordinating Board under criteria developed by the coordinating board.

I CERTIFY:

1. The above named student competed for a scholarship/stipend in accordance with the law quoted above (stipends processed through human resources are not eligible for this waiver), and has not exceeded 99 semester credit hours of doctoral work at an institution of higher education.

2. A committee approved in writing by the administration to grant scholarships that hold the waiver option awarded the scholarship, and the award was not funded or selected by an external organization.

3. The scholarship/stipend's criteria were published in the institution's catalog, available to the public at least one year in advance of any application becoming available (online advertisement is acceptable).

4. The scholarship award letter specified the term or terms for which the scholarship/stipend and waiver will be in effect:
   - The waiver will not be given to the student for the summer unless the award letter states the scholarship/stipend was for the "xxxx-xxxx academic year" or is only given for the summer.

5. The above named student has been notified students receiving a competitive scholarship waiver of non-resident tuition must complete Selective Service Registration.

<table>
<thead>
<tr>
<th>Name of Authorized Account Manager</th>
<th>Signature of Authorized Account Manager</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. [Signature]

2. [Signature]

3. [Signature]

---

1. **Name or Account Manager, Account Holder or Department Head.**
   Name of the person in the department who is responsible for this account.

2. **Signature.** The signature of the Account Manager.

3. **Date.** The date this form was completed.