



Graduate Application for Organization Matching Scholarship Program

Please fill out this form and return it to the Howard Payne University Office of Student Financial Aid at 1000 Fisk Street, Brownwood, TX 76801-2715 or by email at financial-aid@hputx.edu.

Organization INFORMATION

Organization Name		
Mailing Address	City, State ZIP Code	Phone Number
Organization Email Address	Organization Website Address	

STUDENT INFORMATION

We, the undersigned, acting by the authority of the above-named Organization, acknowledge we have read the Howard Payne University Organization Matching Scholarship Program policy and guidelines on the HPU website and recommend Howard Payne University award an Organization Matching Scholarship to the following student who is a current employee of our organization (if local) or who was an active employee of our organization before relocating for the purpose of studying at Howard Payne University (if non-local). ***All fields are required.**

Student's Full Legal Name*		
HPU Student ID# or SS#*	Total Amount Contributed by Organization*	Term for Gift Application*
Payment Method*	Check or Reference Number*	Term for Match Application*

We further certify that our scholarship meets each of the following Internal Revenue Service criteria for tax-deductible contributions:

1. the gift is **not** for services rendered or in lieu of employee benefits or salary;
2. the gift is **not** provided by family members of the student; and,
3. the gift is **not** designated to a specific student or student(s) by the original donor(s).

The HPU Organization Matching Scholarship Program is tuition-specific meaning that the Organization's gift and the HPU match will be applied toward tuition only. The Scholarship Program is available for the academic year (beginning with the summer term and extending through the spring term 6/1/xxxx – 5/31/xxxx), with a maximum of \$2,000 per academic year from designated Organization gifts. Funds received in the fall term will be matched in the spring term unless indicated above.

Signature and Title or Position	Date
Signature and Title or Position	Date

Signatures of two (2) Organization officials **who are not related to the recipient** are required.



Organization Matching Scholarship Program Policy and Guidelines

Howard Payne University (HPU) will match designated Business Organization gifts for HPU students up to, but not exceeding, \$2,000 per academic year per student. The following is a list of scholarship provisions and requirements for the HPU Organization matching scholarship program which must be completely reviewed and followed by the participating Organization and the student:

1. The scholarship program applies for graduate students, full-time or part-time
2. This is a matching scholarship program for individual organizations only. **The recommended student must be an active employee or employee on study leave in the Organization providing the scholarship.**
3. A student can only receive Organization matching scholarship funds from one Organization per academic year.
4. Scholarships under this policy are limited to a \$2,000 HPU match per academic year per student. The academic year begins with the summer term, extends through the fall term, and ends with the spring term. The HPU matching scholarship can only be used to cover current tuition costs charged to the student account within the current academic year and not for past bills. Any unused matching gift portion of the scholarship may be moved forward to another semester within the same academic year, but cannot be transferred to another future academic year. If unused matching funds still exist after the spring semester, they will be forfeited. There will be no exception to this policy.
5. Scholarship funds given to HPU should be managed by the Organization and cannot originate with the student, the student's family, or with friends who give to benefit a specific student, creating a "pass-through gift" situation. HPU's Organization Matching Scholarship Program is consistent with federal Internal Revenue Service regulations that restrict donors from financially supporting individuals through scholarships for the purpose of obtaining a tax benefit. The Organization should explain these limitations to individuals who contribute to the scholarship fund. Contributions to the scholarship fund for which a tax benefit will be sought should not be motivated by a desire to assist a specific student, but rather a general desire to assist students from the organization who are pursuing their education at HPU. Any questions regarding this issue should be independently directed to a competent attorney, CPA, or tax consultant.
6. A check for each HPU organization Matching Scholarship Program disbursement should be made payable to Howard Payne University and sent to the Office of Student Financial Aid. Notation should be made on each check identifying the student who is recommended to receive the scholarship by name and student ID or SSN as well as the semester(s) for which the scholarship is to be applied. An organization check is preferred. If the payment is made in the form of a money order, wire transfer via Flywire, or a cashier's check, it must be accompanied by the Organization Matching Scholarship Program application. Cash and credit card payments cannot be accepted, and all funds must be paid in U.S. dollars.
7. The Office of Student Financial Aid at Howard Payne University reserves the right to request additional documentation from the organization participating in HPU's Organization Matching Scholarship Program to verify eligibility. HPU will have the final say relating to questions of eligibility for a specific student or Organization