



Datatel Scholars Foundation

Financial Aid Office Module

User's Guide

Datatel Scholars Foundation

Datatel established the Datatel Scholars Foundation as part of its long-standing commitment to higher education, and to give back to its client community. The Foundation awards scholarships to eligible students currently attending Datatel client institutions and has given more than \$5 million in scholarships since its establishment in 1990.

The Foundation is tax exempt and is supported by an annual grant from Datatel, gifts from corporate friends, and contributions from Datatel employees. Datatel assumes all administrative costs, so every dollar raised goes to help a student scholar.

Scholarship Opportunities

Every student currently attending your college/university and enrolled in at least six credit hours meets the minimum requirements for at least one of the three scholarship opportunities offered by the Datatel Scholars Foundation. Each year, the Foundation rewards outstanding students attending Datatel's client colleges and universities scholarship awards ranging from \$1,000-\$2,400.

Datatel Scholars Foundation scholarship: For any outstanding student currently attending (at least six credit hours/term) your college/university.

Angelfire scholarship: Honoring soldiers who have served during combat, the Angelfire scholarship is for outstanding students currently attending (at least six credit hours/term) an eligible Datatel client institution, who served in the Vietnam War, their spouses and children, or refugees. Scholarships are also available for soldiers who served in Operation Desert Storm, Operation Enduring Freedom, and/or Operation Iraqi Freedom. Students must provide appropriate documentation (proof of record of service, entry documents).

Russ Griffith Memorial scholarship: For any outstanding student currently attending (at least six credit hours/term) your college/university who has returned to school after a 5-year or longer absence. This can include a 5-year gap between high school and college or between periods of attendance in college.

Graduate, undergraduate, full- and part-time (at least six credit hours) students are eligible to apply, unless otherwise specified. Please note that students who meet the eligibility requirements are encouraged to apply regardless of nationality or citizenship. Scholarships are awarded on a competitive basis, and are not based on financial need.

Students who are eligible are encouraged to apply for multiple scholarships.

Application Process

1. Students wishing to be considered for one of the Foundation's scholarships must complete and submit an on-line application found at www.datatelscholars.org. *Paper applications are neither provided nor accepted.* All applications must include the following:

- Personal Statement, as per the guidelines stated on the application form
- Community Service/Achievements
- Letters of recommendation (2) from faculty or staff at your institution

On-line applications are available from September 1–January 30 (application closes at 5:00pm **Eastern Standard Time** on January 30th)

2. Participating client institutions review and evaluate submitted applications through the web-based Review & Nomination Tool. Each participating client institution can nominate up to five semi-finalists to have their application materials reviewed by the Datatel Scholars Foundation committees:
 - 2 nominations for the Datatel Scholars Foundation scholarship
 - 2 nominations for the Angelfire scholarship

- 1 nomination for the Russ Griffith Memorial scholarship

Scholarship administrators at each participating client institution have from February 2–20 (5:00pm **Eastern Standard Time**) to electronically nominate students. Applications are available for review immediately upon student submission. Applications will be available to nominate beginning on February 2nd.

3. During the nomination process, we also ask that you provide the current cumulative GPA for each of the students you nominate. There will be a field for this data next to the nominees' names on your confirmation screen. There are some exceptions to this request as follows.
 - A student that has transferred to your institution that does not have a GPA yet. Please use the last recorded cumulative GPA from their previous institution.
 - An institution that does not use letter grades, and therefore, does not have a GPA figure to provide. Please send an official paper transcript to the Foundation for that student. All paper transcripts are due to be postmarked by March 1st.
 Datatel Scholars Foundation
 4375 Fair Lakes Court
 Fairfax, VA 22033
 - Angelfire scholarship documentation should be sent to the Foundation by the nominee(s) for that category. This must be written proof of service or entry documentation. More information on types of documentation accepted can be found under "Scholarship Opportunities" on our website.
4. Once nominated students have been selected, the Foundation compiles their applications and sends them to the appropriate review committee for final evaluation and awards selection. The Foundation's review committee reviews and evaluates applications between March and April.
5. The Datatel Scholars Foundation Board of Directors will meet for their annual board meeting and will approve final scholarship award winners in early May.
 - Scholarship winners will be posted on the Datatel web site at <http://www.datatelscholars.org> by May 10.
 - Awards status notification letters will be sent to winners, non-winners and scholarship contacts at the institution in mid-May.
6. The Foundation will disburse scholarship awards in July. Checks will be mailed to the scholarship administrator at the institution for deposit to the recipient's student account.

The Role of the Scholarship Administrator

The Datatel Scholars Foundation has grown so successful because of the involvement of the Scholarship Administrators of Datatel's clients. The Foundation relies on each participating client institution to:

- Ensure students are aware of the Datatel Scholars Foundation scholarship opportunities.
- Provide student assistance with the on-line application, if needed.
- Evaluate scholarship applications and identify and nominate outstanding candidates.
- Receive scholarship checks and deposit into scholar's student account.
- Provide the Foundation with on-going feedback regarding the application and evaluation process.

Reviewing and Evaluating Scholarship Applications:

The Datatel Scholars Foundation does not dictate a rigid review process for selecting and nominating students. For your reference, the following scale was created to assist the Foundation's review committee in selecting scholarship recipients. Although encouraged, you are NOT required to follow this scale:

- **40% - Quality of personal essay statement**
 Please note that students applying for more than one scholarship have been asked to write one essay discussing aspects of each scholarship applied for. Essay requirements for each scholarship are

described below:

Datatel Scholars Foundation scholarship: Summarizes educational goals, where the applicant has been as an individual and where they hope their education will take them. Essay should also indicate the difference a Datatel Scholars Foundation scholarship would make in their life and to those around them.

Angelfire scholarship: The Angelfire scholarship personal statement essay should discuss how the conflict has affected the applicant personally, summarize how the conflict has impacted their educational goals, and describe how being awarded an Angelfire scholarship will help them achieve their goals.

Russ Griffith Memorial scholarship: Discusses the impact of being a returning student, the challenges of combining life interests (such as work, family and school), and the importance of receiving a Returning Student scholarship to help achieve a dream.

- **30% - Academic Merit**

The Foundation suggests the following guidelines for awarding “points” based on a grade point average

GPA	Score
3.8-4.0	5
3.6-3.79	4.5
3.3-3.59	4.0
3.0-3.29	3.5
2.7-2.99	3.0
2.4-2.69	2.5
2.0-2.39	2.0
1.0-1.99	1.0
0-.99	0

- **20% - Community Service and Achievements**

The Foundation looks favorably upon students who:

- have helped an individual or group of individuals in an unselfish way
- belong to an organization that believes in helping others
- belong to a group that promotes good merit and citizenship
- have worked outside of school to provide financial support for him/herself and/or family

- **10% - Two letters of Recommendation** from faculty or staff at your college/university.

Nominating Applications (February 2 – February 20)

FA Office is an on-line tool for participating Datatel client institution scholarship administrators. The tool is intended to simplify the application review and nomination process.

Getting Started

System Access

If you have already been granted access to the Datatel corporate website, you are ready to enter the Review & Nomination Tool. If you need to request a Datatel login, go to <http://clients.datatel.com/apps/registration.cfm>

1. Go to www.datatelscholars.org and navigate to “Financial Aid Staff” in the top bar.
2. Click on “Review & Nomination Tool Login” and enter your full email address and password.
3. Your welcome screen will appear. Click “Continue” to enter the tool.

Tool Layout

Once you are in the tool, you will see a single screen listing all applications belonging to students from your institution, separated by scholarship category. If a student applied for multiple scholarships, their name would appear under each scholarship category for which they would like to be considered. A student whose name is in **BOLD TYPE** has submitted his/her application and has both recommendations as well. These are the only students who may be nominated. **A single student may be nominated for more than one scholarship category.**

***NOTE: After February 2nd, you will only see applications that are eligible for nomination.

Scholarship Administrator

Your nominations for the 2006-2007 academic year have not been submitted.

AngelFire Scholarship

You may nominate 2 students from this section.

	Name	Reviewed	Submitted	Nominated
<input type="checkbox"/>	Adam Ramos	No	No	No
<input type="checkbox"/>	Alberto Batista	No	Yes	No
<input type="checkbox"/>	Annette Altamirano	No	No	No
<input type="checkbox"/>	B. cyrus Davarmanesh	No	Yes	No

Click on a **name** to view application materials (Achievements, Essay, and Recommendations)

DSF Scholarship

You may nominate 2 students from this section.

	Name	Reviewed	Submitted	Nominated
<input type="checkbox"/>	Aaron Levalley	No	No	No
<input type="checkbox"/>	Adam Fabian	No	No	No
<input type="checkbox"/>	Adaora Ezeani	No	No	No
<input type="checkbox"/>	Afroza Ahmed	No	No	No
<input type="checkbox"/>	Akshai Patel	No	No	No
<input type="checkbox"/>	Alberto Batista	No	Yes	No

Click the box next to a student you wish to nominate.

Russ Griffith Memorial Scholarship

You may nominate 1 student from this section.

	Name	Reviewed	Submitted	Nominated
<input type="checkbox"/>	Afroza Ahmed	No	No	No
<input type="checkbox"/>	Andrew Feller	No	Yes	No
<input type="checkbox"/>	B. cyrus Davarmanesh	No	Yes	No
<input type="checkbox"/>	Beth Resendez	No	Yes	No

When you are finished nominating applicants from a particular category (or from all categories), click "Continue"

Continue

After you nominate the allowed number of applicants for a category, scroll to the bottom of your screen and press the CONTINUE button. This will take you to a screen to finalize and submit your nominations for **just that one category**. You will repeat the process for each subsequent category, or complete all categories in one sitting.

Scholarship Administrator

Please verify the student(s) you have chosen to nominate.

You will not be able to change your nominations once submitted.

Russ Griffith Memorial Scholarship

[Andrew Feller](#)

GPA:

Enter the student's GPA in the field next to his/her name and click this button to commit your choices.

ONCE YOU SUBMIT YOUR NOMINATIONS, THERE IS NO WAY TO GO BACK AND CHANGE YOUR SELECTIONS.

AUTO-NOTIFICATIONS GO OUT ONCE A CATEGORY IS COMPLETED!

Confirmations

All institutions that submit nominations will receive an on-screen confirmation as well as an automated e-mail confirming their submission. If no confirmation is received, your nominations have not been processed by the Foundation and will not be considered for final scholarship awards.

Please contact the Foundation **BEFORE** the deadline if you are experiencing technical difficulties or to confirm the processing of nominations.

Viewing Nominations

After nominations have been submitted, the user may still log into the FA Office to view (read only) the students they have selected as semi-finalists as well as the students who were not selected.

Notifying Students

With the submission of your nominations, the Datatel Scholars Foundation automatically sends an electronic notification to students. Occasionally we will receive inquiries from non-nominated students regarding the reasons why they were not selected by their institution. Because the Foundation does not know why students were or were not nominated, the Foundation will generally refer the student back to the institution.