STUDENT OBLIGATION TRACKING FORM

When must this form be completed?

Prior to preparing a proposal requesting student support that includes requirements for post-graduation tracking. This is to ensure the USA has the capacity to manage tracking students once they leave the University.

Program Title: _____
Investigator: _____
Agency: _____
CFDA: _____

Terms of award received by the referenced agency funding opportunity will require _____ years of post-graduation service/employment.

Does the awarding agency require re-payment of the scholarship funds if the service/employment requirement is not met or if the academic program or degree is not completed?

____by the student ____ by the University

Acknowledgements

It is understood that in submitting a grant proposal that includes funding for student scholarships with potential repayment of funds by the University or by the student if the degree completion or service/employment requirements are not met, it is the responsibility of the College under which the proposal is submitted to develop a tracking/monitoring plan to meet the requirements of the funding agency.

For any proposal that has the potential to require re-payment, the College will also make any necessary arrangements with the Office of Financial Aide and with Student Accounting Services so that, should the proposal be funded, student recipients complete all required federal forms to make this a legally collectible debt. The necessary forms must be completed prior to scholarship payment.

Any scholarship re-payment for which the University is held responsible will be drawn from the respective department, college/school, or division funds.

APPROVALS:

_____		_____	
Department Head	**Date**	**Dean**	**Date**
_____		_____	
Division Vice President	**Date**	**Student Accounting**	**Date**