

## Scholarship Guidelines: Confidentiality and Impartiality Notice

2025-2026 Academic Year

Thank you for your involvement in recommending or selecting scholarship recipients at TCU. We greatly value the contributions of TCU faculty, staff, students, trustees, and external parties in ensuring well-informed and considerate scholarship decisions. The following terms are to be read and agreed upon by all individuals participating in the review of scholarship applications, submission of scholarship recommendations, or departmental/program funding for awarding to students.

### **Confidentiality**

Ensuring the confidentiality of a student's personal information is crucial and mandated by state and federal regulations. Applications include signed releases, granting access to private information exclusively to reviewers and recommenders. Upholding the privacy of this confidential student information is imperative, as it acknowledges an individual's right to privacy and underscores the responsibility to safeguard and keep secure all details concerning students and their families.

### **Conflict of Interest**

TCU believes that it is important for faculty, staff, students, trustees and external interested parties to avoid the appearance of a conflict of interest while conducting scholarship business. In some cases, reviewers or recommenders may have a close relationship with scholarship applicants or their families. If so, please disclose to the Executive Director of the Office of Scholarships and Student Financial Aid to seek guidance regarding your continued involvement in the selection process. All reviewers and recommenders must evaluate the eligibility of all applicants without bias and conflicts of interest and make recommendations based on the established specific selection criteria for each scholarship.

### **Criteria**

Recommendations for scholarships, departmental or program funding should always adhere to the donor intent and criteria. Some criteria provide for a first preference which should be adhered to whenever possible. If none of the applicants meet the first preference then the second preference criteria may be utilized. Recipients are to be selected on an objective and nondiscriminatory basis.

Scholarship awards and the allocation of departmental or program funds must align with [TCU's nondiscrimination policy](#), as well as federal and state regulations. The following factors are expressly prohibited during the selection and recommendation of recipients: citizenship, race/color, ethnicity, gender, national origin, sexual orientation, disability, or age.

Any existing donor agreements that include these criteria have been collaboratively revised with the donor, where possible, to eliminate such criteria. If you were previously aware of these criteria for the scholarship, they are no longer considered in your recommendation of recipient(s).

### **Guidelines**

All involved parties are required to commit to and adhere to the following guidelines:

- Engage in a fair, competitive, and unbiased process for selecting scholarship recipients.
- Refrain from allowing any individual to directly or indirectly influence your decisions.
- Promptly inform the Executive Director of the Office of Scholarships and Student Financial Aid about any conflicts of interest with applicants.
- Acknowledge that information provided by an applicant or fellow reviewer, as well as deliberations with other reviewers, is confidential and should not be disclosed outside the scholarship review group.
- Ensure that all files containing applications and support materials are either shredded or deleted upon the completion of the review process.
- Understand that recommendations are unofficial and must remain confidential until they are reviewed, approved, and recipients are notified by the Office of Scholarships and Student Financial Aid.