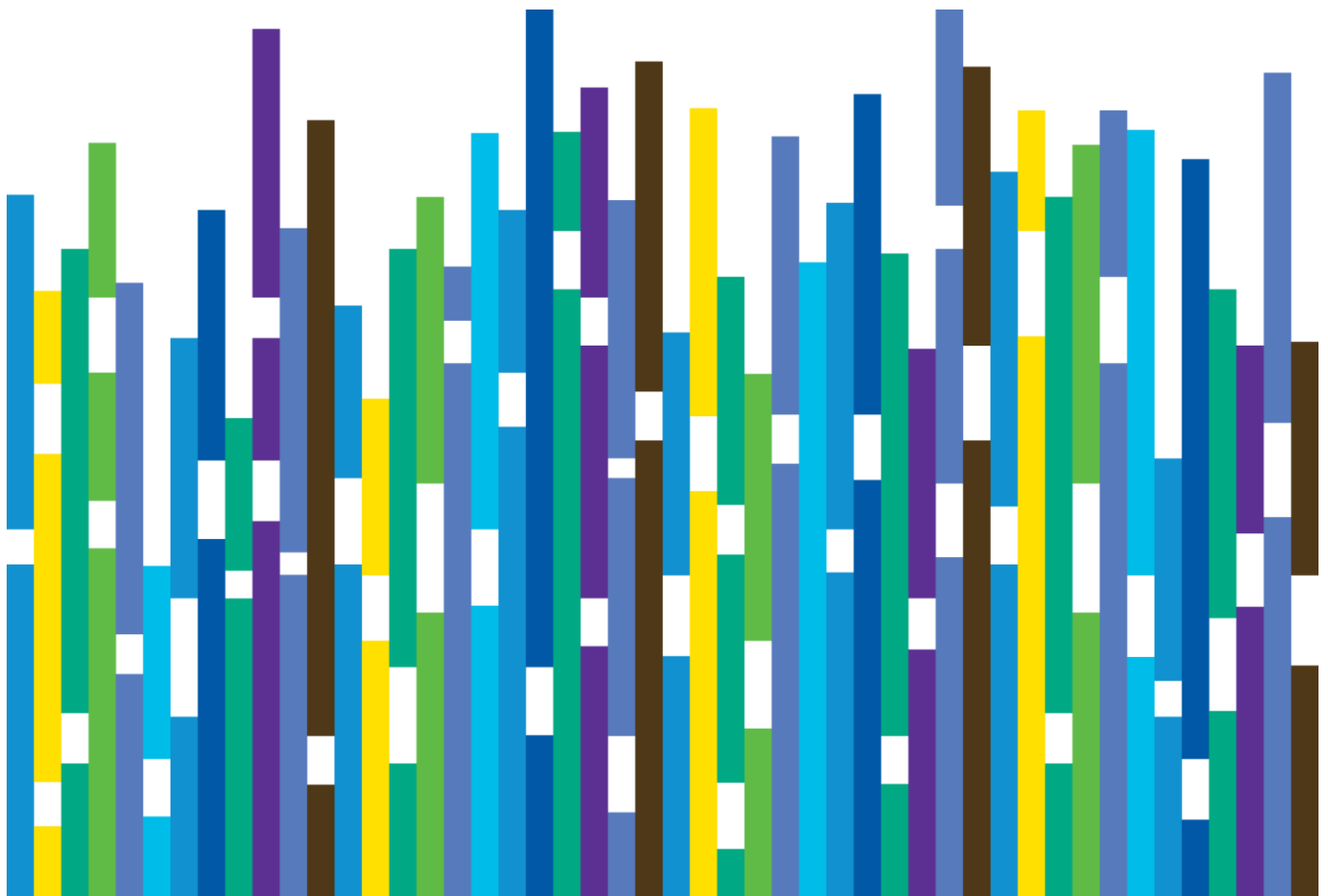


SCHOLARSHIPS FOR STUDENTS

Best Practices for Affiliated Universities



Why are Student Scholarships important?

Global scholarships outreach is vital to our effort of raising awareness of the CFA® Program among future financial industry professionals around the world. As a participant in the University Affiliation Program (UAP), your university is allotted a certain number of scholarships that you can distribute to students as you see fit.

The Student Scholarship waives the one-time CFA Program enrollment fee (for new Level I candidates only) and reduces the exam registration fee (which includes access to the eBook curriculum) to US \$350.

What are some of the best practices in awarding scholarships?

The Principal Contact (i.e., you) has sole discretion in awarding scholarships and can do so in any number of ways, including the following:

- GPA: Award scholarships to the top applicants.
- Essays: Applicants write essays on why they should be awarded a scholarship. The award team of professors, led by the Principal Contact, reviews the essays and chooses the recipient(s).
- Interviews: The award team of professors, led by the Principal Contact, interviews applicants and chooses the recipient(s).
- Performance: Utilize the complimentary sample exam as a test for aptitude. Award scholarships to the top performers.
- A combination of any or all of these methods.

What exam offerings are my scholarships for?

Scholarship allotments are valid for each fiscal year, which includes the December exam of one year followed by the June exam of the following year (e.g., December 2018 and June 2019 exams). Each year, we will notify you of your scholarship allotment for the upcoming fiscal year. You are welcome to award your scholarships for one or both offerings, but no additional scholarships are available once you have distributed your total allotment. As a reminder, scholarships cannot be awarded until the exam registration period is open. For example, students that are awarded a scholarship for the June 2019 exam would not be informed of their award or be able to register for their exam until the exam registration opens in August 2018.

Which exam offering should students select?

Any student who has obtained a bachelor's degree (or equivalent) or who is in the final year of his or her bachelor's degree program can register for the CFA Program Level I exam. However, note that the scholarship recipient must be a current student at the time the scholarship application is submitted to CFA Institute. Unless a student has completed their degree program requirements, or they can satisfy the entrance requirements with a combination of work experience and education history that totals at least four years, we discourage you from recommending that a student register for CFA Program Level II.

What is the final cost for the scholarship recipient?

Scholarships waive the program enrollment fee and reduce the registration fee, but recipients are still responsible for a portion of the registration fee. Regardless of when a scholarship recipient registers for the exam, their final cost is US\$350. The three-tiered pricing you see on the [exam fees page](#) on our website does not apply to scholarship recipients.

For students that applied but were not selected they will receive the exam registration price that they would have been eligible for at the time they submitted their application. This only applies to exam that the student applied for.

Are scholarships transferrable?

No. Once a student is selected and his or her application is received, the scholarship may not be transferred to another student nor to another exam cycle. It is important to speak with each student to let them know this so that your allotted scholarships do not go unused.

How are scholarship allotments determined?

Each university participating in the University Affiliation Program automatically receives three (3) CFA Program student scholarships per fiscal year. These scholarships are to be awarded by the Principal Contact as detailed in accordance with the [Scholarships Official Rules](#). Additional scholarships are awarded as detailed in the table below.

Criteria	Scholarships Awarded	Limit
Base allotment	3 scholarships	Granted to all universities participating in the University Affiliation Program
Each additional degree program mapped to the CFA Program curriculum	+1 scholarship for each additional affiliated program	Not capped
Recognition of the CFA Program as an admission criteria (i.e., GMAT waiver or recognizing completion of CFA Program Level III as bachelor's degree in relevant discipline) This recognition must be stated on your university's website to qualify.	+1 scholarship	Capped at one (1)
Recognition of the CFA Program granting a course waiver (i.e., offering course credit or exemption for completion of any CFA Program exam) This recognition must be stated on your university's website to qualify.	+1 scholarship	Capped at one (1)
Offering a credit-earning stand-alone ethics course (must feature the CFA Institute <i>Standards of Practice Handbook</i>)	+3 scholarships	Capped at three (3)
Participation in the Professor Scholarship program	+1 scholarship	Capped at one (1)
Affiliated degree program contains a course that requires students to sit for a CFA Program exam	+1 scholarship	Capped at one (1)
Full-time* CFA charterholder on faculty (including dean, course director, or administrator) who teaches a course that is part of affiliated degree program	+3 scholarships	Not capped
Part-time** CFA charterholder on faculty (including dean, course director, or administrator) who teaches a course that is part of affiliated degree program	+1 scholarship	Not capped

* *Full-time* is defined as teaching at least six (6) credit hours per quarter or semester (or equivalent) or an administrator teaching a minimum of three (3) credit hours per quarter or semester (or equivalent).

** *Part-time* is defined as teaching at least three (3) credit hours per quarter or semester (or equivalent) at one college or university.

What should your scholarship recipients be aware of?

The student must complete the registration process before the final exam registration deadline date. The Scholarship award pricing (US\$350) will automatically be reflected in their account.

Once you award the scholarship, it is routed to the Scholarships team for processing. A scholarship application confirmation email will be sent to the student upon submission of their application informing them that we have successfully received their application. If that does not occur, please have them contact us immediately at university@cfainstitute.org and we will investigate. As a reminder, it is prudent to log in early and often to review and approve scholarship applications.

What if my students want to get a head start on their studies?

Students should not complete their CFA Program exam registration until they have received their scholarship award or application guidance from the Scholarships team. We encourage students to purchase the CFA Program eBook curriculum **directly from CFA Institute** to begin their studying whenever they wish. Once the student registers using their scholarship award, the cost of the eBook curriculum (US\$150) will be deducted from their final exam registration cost. This applies to the eBook only, as the eBook is part of the exam registration fee. Students will need to use the same email address when purchasing the eBook that is used when they register for the exam in order for the system to recognize their discount and their scholarship award. To purchase the curriculum, students should contact one of our Contact Center Representatives at 1 (800) 247-8132. If a student purchases the eBook curriculum from a third-party vendor, they will not receive the credit of the cost of the eBook curriculum when they register for the CFA Program exam.

ACCESSING THE SCHOLARSHIPS PORTAL

How do I access the scholarship portal to review submitted applications?

The first step is requesting access, which is available only for the principal contact of the UAP at your university. If you are a principal contact and already have an account on CFAInstitute.org no action is required on your part. You can access the portal at <https://scholarshipreview.cfainstitute.org/UniversityPOC/Home>.

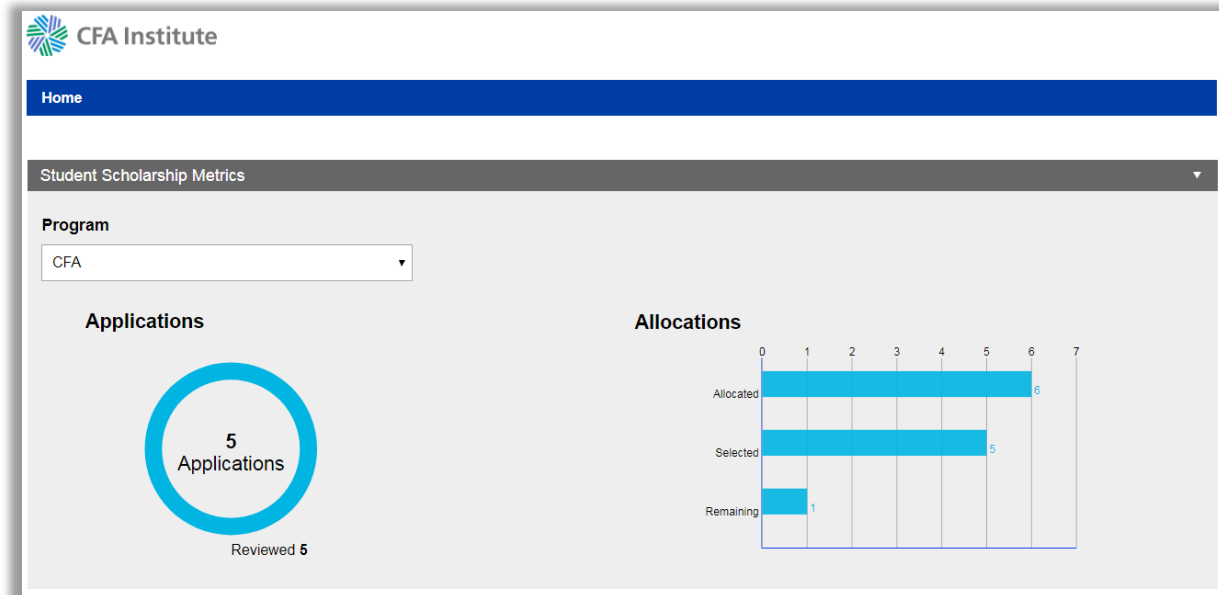
If you are a principal contact and you do not have an account on CFAInstitute.org, please refer to [these instructions](#) for detailed steps on how to create an account. Then, email university@cfainstitute.org with your CFA Institute ID number to request access. Access is usually granted within 1-2 business days.

Can someone other than the principal contact review and approve scholarship applications?

Yes. You may grant access to the online portal to another individual by sending an email to university@cfainstitute.org and copying in the individual(s) you wish to give access. Anyone you grant access to will be able to review and approve or reject a submitted application. Remember, it is prudent to log in early and often to review and approve scholarship applications.

If you need to update access for any individual you have granted access to please email university@cfainstitute.org with that request.

Once you access the scholarships portal [link](#) above you will be brought to your home page. This page will only display scholarships submitted by students that choose your school from the drop-down menu in the student scholarship application.



The Applications donut chart displays the total number of submissions received inside the chart and the number awaiting review (not pictured) and the number reviewed on the outsides of the chart.

The Allocations chart displays your scholarship allocation information.

- 'Allocated' is the total number of scholarships allocated for the current scholarship year.
- 'Remaining' is the number of scholarships you have remaining to allocate for the current scholarship year.
- 'Selected' is the number of scholarships you have awarded for the current scholarship year.

Next you will see the List of Applications which displays each student's scholarship application. You can review an application by clicking on the student's 'CFA Institute ID' number, which is in the first column of the list.

The screenshot shows the 'List of Applications' interface. It includes search filters for 'Name', 'Status', and 'Program', along with a 'Search' button. Below the filters is a table with the following data:

CFA Institute ID	First Name	Last Name	Submitted on	Status	Program
[Redacted]	Matthew Charles	Franz	17-Aug-2018	Selected for Award	CFA

To view the submitted scholarship application, click on the student's CFA Institute ID number.

The below fields will have been completed by the student.

[Home](#) / [View Application](#)

CFA® Program University Student Scholarship Application

Exam Selected: June 2019 Application Deadline : 01 February 2019

**Level III
June 2019**

Applicant Information

CFA Institute ID:	Name of the College/University:
Email Address:	College/University Website URL:
Given name:	Education:
Surname:	Year of Study:
Suffix:	
Date of Birth:	
Gender:	
Phone Number:	

Scholarship Referral *
How did you learn about Student Scholarships?

Next, the student must agree to the below statements. They will not be able to submit a scholarship application without doing so.

Acknowledgement

1. Certify that I am a full-time undergraduate student in my final year of study or a full or part-time graduate student and that I meet the [entrance requirements](#) for the CFA Program. The principal contact is sponsoring me for a scholarship.
2. Certify that I have reviewed and will adhere to the [Official Rules for the Scholarship Program](#).
3. Certify that I do not have any conflicts of interests as defined in the Official Rules. If any potential conflicts of interest are present, I have disclosed them fully.
4. Certify that my answers are correct and truthful.
5. Agree that if it is determined that my answers on this Application are inaccurate, false, or untruthful, I may be subject to an investigation by the CFA Institute Professional Conduct Program, disciplinary sanction, and/or ineligible to receive future scholarships.
6. I understand that the data in my application may be shared with CFA Institute member societies.

I agree to the statements above.

Matthew Charles Franz
17-August-2018

Your information will be populated in the fields below. If you any of the information is incorrect please [contact us](#) immediately with details. You must also agree to the statement in the 'University Acknowledgement' section.

University Information

Program Director or Principal Contact :

Name of College/University:

E-Mail Address:

Primary Phone Number:

University Acknowledgement

I certify that I am the authorized Principal Contact for my university as part of the University Affiliation Program.

I agree to the statement above.

Once you have reviewed the application you can make your decision final by using the 'Application Decision' drop down menu.

- Select for Award – means that you would like to award this student a CFA Program student scholarship
- Not Selected for Award – means that you do not want to award the student a CFA Program student scholarship

Finally, click either 'Save' to return to your home page or 'Save and Proceed to next application' to continue reviewing submitted applications.

Application Decision

Selected for Award ▼

Select Decision

Selected for Award

Not Selected for Award

[Back to Home](#) | [Previous Application](#)

Once awarded, how do the students know when and how to register?

Student scholarships are processed by our scholarships team and they will notify each student via email that they have been awarded the scholarship. Below is the text of the scholarship award email that your students will receive.

Congratulations!

Your CFA Program Student Scholarship award for the December 2018 exam has been approved. To redeem your award, [enroll/register here](#) for your exam. The reduced scholarship rate of \$350 USD which includes the e-Book has been applied to your account. The print curriculum is available separately for an additional \$150 USD + shipping/tax/duties.

If you encounter a problem with your registration, [contact us](#). Your scholarship will expire on 12 September 2018 which is the last day to register for the December 2018 exam. You may complete your enrollment/registration by paying with your personal credit card, check, and/or wire transfer.

Please note that all CFA Program candidates must meet the Entrance Requirements for the CFA Program and adhere to the Scholarship Official Rules.

An international travel passport is required for enrollment/registration; your name as shown on CFA Institute records must be the same as your name on the passport.

It is your responsibility to completely register for the December 2018 exam prior to the final enrollment/registration deadline of 12 September 2018.

Thank you for your participation in the program. If we may be of further assistance, please contact us.

What else should I know?

- Scholarships do not roll over from year-to-year. Any unused scholarships will be forfeited.
- In addition to the student scholarships offered through the UAP, you should also be aware of the Women's Scholarship and the Professor Scholarship programs.
 1. Women's Scholarship: In support of the CFA Institute Women in Investment Management initiative, we offer scholarships to women around the world.
 - Eligible applicants: **Women who do not qualify for other CFA Institute scholarships**, who are interested in earning the CFA charter, and who are eligible to enroll in the CFA Program. These scholarships are awarded on the basis of availability.
 2. Professor Scholarship: Full-time college or university professors who teach a minimum of six credit hours per quarter or semester or administrators/department heads who teach three hours per quarter or semester at one university are eligible. The university must offer a bachelor's degree (or equivalent) or higher.

Who should I contact if I have questions?

Please email university@cfainstitute.org with any questions or concerns you may have.