



MEMORANDUM

TO: YSU Deans, Chairs, and Scholarship Awarding Authorities

FROM: Youngstown State University Foundation (“YSUF”, “the Foundation”)

DATE: October 1, 2025

SUBJECT: Follow-up Response to Questions from June 26, 2025, Memo

To continue communication and information sharing, below is some additional information regarding the new application, review, and communication process. The new Scholarship Application process only applies to YSUF-held scholarship endowments.

- **Where can the new scholarship be found?** <https://ysufoundation.submittable.com/submit>



- **Due date of application:** February 1
- **Dates for review and selection:** Will begin in February. Selections will be sent to Financial Aid by the second week of March. Faculty and staff input will be requested as needed. We appreciate your prompt response as this impacts the speed at which selections are made, and students are informed that they have been selected. As in the past, it is our goal to provide students with a comprehensive overview of their scholarship aid as timely as possible.
- **Notification process:** YSU Foundation will provide details to Financial Aid who will continue to apply the scholarship funds to the students’ accounts. ALL YSUF SCHOLARSHIPS WILL BE LISTED AS “YSUF MISC. SCH” ON THE STUDENT’S BILL. Letters will be sent to the student with instructions regarding how to complete a thank you letter. **Thank you letters are mandatory for students to receive their scholarship funds.**
- **Honors Convocation:** YSU Foundation will provide information needed for the event. We will schedule a time to meet with each Dean or representative of their choice to discuss the process and timing.
- **How will YSU Foundation determine if a student has completed classes and requirements necessary for a scholarship?** Tiffanie Thomas will be contacting the appropriate individual as needed.
- **How will we know about the new scholarships established for our college?** The Development Officer assigned to your college will keep you informed of new scholarship endowments.