



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
RESERVE OFFICERS' TRAINING CORPS (ROTC)
UNIVERSITY OF LOUISVILLE
2301 SOUTH THIRD STREET, DOUGHERTY HALL
LOUISVILLE, KENTUCKY 40292

ATCC-GGK-YUL

20 September 2015

MEMORANDUM FOR ALL ARMY ROTC SCHOLARSHIP CADETS

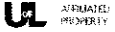
SUBJECT: Policy Memorandum 13-20, University of Louisville Army ROTC Housing & Subsistence Scholarship Policy & Procedures

1. The purpose of this memorandum is to outline the procedures for qualified Army ROTC scholarship recipients to apply for an additional Housing and Subsistence Scholarship from the University of Louisville administered by Army ROTC. The scholarships are limited and are not guaranteed to all Army ROTC scholarship recipients. Housing & Subsistence scholarships are awarded each semester and are subject to change based on availability of funds.
2. Cadets who apply for the Housing and Subsistence Scholarship from the University of Louisville will meet the following criteria:
 - a. Army ROTC scholarship recipient.
 - b. Meet all requirements to maintain their ROTC scholarship (full time student, meet HT/WT standards, pass the APFT and are medically and academically qualified).
 - c. Designated in writing their Army ROTC scholarship will be used for tuition/fees (Individuals using their Army ROTC scholarship for room and board are not eligible for this scholarship).
 - d. Validated by the University Administrative Assistant for Army ROTC to be living on campus or in affiliated university housing.
3. The Housing and Subsistence Scholarship application deadlines are 15 April for the subsequent fall semester and 15 October for the subsequent spring semester. No late applications will be entertained. This will allow the ROTC program to identify the total number of Cadets that are applying for the Housing and Subsistence Scholarship. The scholarship amount awarded in any fiscal year will be based on the number of cadets meeting application criteria and the availability of funds.
4. To apply, Cadets will submit in writing the following three items to the University ROTC Administrative Assistant (no later than deadline date of 15 April for fall semester and 15 October for spring semester).
 - a. Memorandum to the Professor of Military Science stating all requirements to maintain their scholarship have been met (Memorandum format posted on <http://louisville.edu/armyrotc>).

b. Army ROTC scholarship form designating their scholarship will be used for tuition/fees (Memorandum format posted on <http://louisville.edu/armyrotc>).

c. Submit to the University Administrative Assistant for Army ROTC a copy of a lease from university affiliated housing or validation of on campus residence (see paragraphs 5-6 for further discussion of affiliated housing requirements).

5. Cadets not living on campus will need to verify they are living in university affiliated housing prior to applying for the Housing and Subsistence Scholarship. All Cadets applying are required to consult the university housing website at <http://louisville.edu/housing/> and referring to the off-campus tab under "Housing Options" to verify what is currently listed as a university affiliated property, before signing any leases.

6. Cadets will verify this symbol  is listed on the property. If the UL symbol is not listed, this is not considered a university affiliated property. Anyone signing a lease with a non UL affiliated housing property will not be eligible for the Housing and Subsistence Scholarship. If a property was affiliated at the time the lease was provided to the university administrative assistant with a signed copy, the housing will have met the criteria to receive the Housing and Subsistence scholarship. If for some reason after the lease is signed and the property becomes no longer affiliated during the course of the academic year, the lease will be honored for one year's submission. It will be responsibility of the Cadet to consult the university housing website to view updated options and secure new university affiliated housing in order to receive future housing and subsistence scholarship payments.

7. Housing and Subsistence Scholarship recipients will be notified by the beginning of July for Fall semester and the beginning of November by university email of the awarded amount. Cadets living on campus will have departmental scholarship funds for housing and subsistence posted to their account to cover the corresponding amount of their housing bill. Any remaining balances will need to be paid to the university from additional funding sources by the cadet.

8. Cadets living in affiliated properties are solely responsible for the terms of the lease. Receiving the Housing and Subsistence scholarship does not remove the financial responsibility from the Cadet. The terms of the lease and financial responsibility resides with the Cadet. Therefore, Cadets living in affiliated properties are responsible for the first month's rent pending the release of the first disbursement of housing and subsistence funds. Most leases are effective either in July or August of the year prior to the beginning of school and the release of funds. The Cadet will be responsible for paying rent directly to the leasing office via withdrawal of funds from their Higher One account. Any late fees will be the sole responsibility of the Cadet. Further clarification or questions, should be directed to the University Administrative Assistant for Army ROTC.

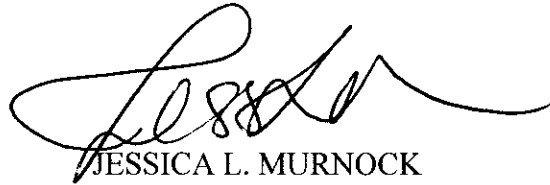
9. Cadets will be required to sign a contract with the University Administrative Assistance for Army ROTC and the Professor of Military Science prior to the release of any scholarship funds. Any Cadet unwilling or unable to sign will not be eligible for funds even if the Cadet was designated as a Housing and Subsistence Scholarship recipient.

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10. Cadets will provide written notification to the Professor of Military Science if their housing should change for any reason. Cadets receiving the Housing and Subsistence Scholarship will not sublease their housing. Cadets will be required to apply and meet the terms for each semester the Cadet is requesting the scholarship.

11. This Housing & Subsistence Scholarship Policy and Procedure supersedes all previous Housing & Subsistence Scholarship Policy and Procedure memorandums. The POC for this memorandum is Ms. Camille Woods at (502) 852-4470.



JESSICA L. MURNOCK
MAJ(P), AG
Professor of Military Science

Signature verifies that I have reviewed / or will review Policy Memorandum 13-20, University of Louisville Army ROTC Housing & Subsistence Scholarship Policy & Procedures posted on UofL Army ROTC website. <http://louisville.edu/armyrotc> :Under Prospective Cadets, Enrollment Documents, ROTC Related Documents.

Cadet Name

Cadet Signature

Date