

AAUW Local Scholarship Guidelines 2019

Each year, AAUW is proud to host one of the nation's largest leadership conferences for women in college, the National Conference for Collegiate Women Student Leaders (NCCWSL). AAUW states, branches, or members may choose to support NCCWSL students by creating a NCCWSL scholarship administered at the local level. These "local" scholarships allow donors to have control over where, and to whom, money is allocated. This process is run independently of AAUW National, and the entire scholarship process is handled by the member, branch, or state that is offering the scholarship. This includes: promotion, applicant intake, review, and selection; and facilitating payment of the awardees' registration. The supporting state, branch, or member may also choose to finance and coordinate the travel plans for their scholarship awardees.

AAUW states, branches, or members that prefer to support NCCWSL through local scholarships must adhere to NCCWSL's registration policies, including registration dates and fees, payment, and cancellation, transfer, and refund policies, as outlined below.

October 15, 2018: Early-Bird Registration and AAUW National Scholarship Application Open

- Save \$120 by registering at our Early Bird price of \$465.
- Registration includes \$50 refundable deposit per registrant due at time of registration (registration must pay in full by February 15, 2019, to avoid automatic cancellation).
- Call for national scholarship applications opens.

Note: National scholarship applicants need only fill out a scholarship application. Do not fill out a separate conference registration.

February 15, 2019: Early-Bird Registration and National Scholarship Application Closes

- Last day to register with fully refundable registration. After this date, \$50 deposit becomes non-refundable.
- Early-bird registrations must be paid in full by February 15, 2019, at 11:59 p.m.
- Last day to apply for AAUW national scholarship.

February 16, 2019: Regular Registration Opens

- Registration fees increase to \$585.
- Includes non-refundable \$50 deposit per registrant due at time of registration.
- Early-bird registrants who have not paid in full are removed from registration and refunded their deposit.

Note: If a state, branch, or member is holding a registration spot for a local scholarship recipient but has not yet chosen their student, AAUW will hold that spot pass the Early Bird deadline without penalty.

April 30, 2019: Registration Ends

- Registration closes at 11:59 p.m. EST.
- Payments are due in full.
- Registrants who have not paid in full forfeit their \$50 deposit and are removed from registration.

Note: Registrations, transfers, or refunds will not be accepted after April 30.

NCCWSL Cancellation, Transfer, and Refund Policy

Early Bird registration includes a \$50 refundable deposit, per registrant, until February 15, 2019. After the Early Bird period ends, if a cancellation request for a NCCWSL registration and/or additional items is received by 11:59 p.m. (EST) on April 30, 2019, AAUW will refund your payment, minus your deposit. All refunds will be processed within 6–8 weeks. Starting May 1, 2019, no refunds will be given for canceled registrations. Registration transfers will be accepted until 11:59 p.m. on April 30, 2019. Limited exceptions (serious illness, death of a family member, etc.) apply. Cancellation requests should be sent to nccwsl@aauw.org.

Tips and Resources

AAUW states, branches, or members are encouraged to use the same criteria for screening applicants, as the NCCWSL Scholarship Committee uses when reviewing National Scholarship Applications. This will ensure all NCCWSL attendees are held to the same standard and that only the most qualified candidates are chosen to attend our conference. For more information on our scholarship application and rubric please reach out to nccwsl@aauw.org.

In order to promote your scholarship and vet applicants it may be helpful to get connected with a representative from a local college or university. You should consider reaching out to a nearby school's women's center, leadership center, etc. You can also search for college/university representatives through AAUW's [online tool](#) to locate reps on campus who are familiar with AAUW. Please note that not every campus rep works closely with AAUW or has knowledge of NCCWSL.

We encourage AAUW states, branches, or members to limit any onerous stipulations placed on NCCWSL attendees who are funded through a local scholarship. Attendees are currently active members of their communities and campuses and many are preparing to enter the professional world or attend graduate school after college. Placing further responsibility on attendees may limit who is willing to accept a scholarship because many are already committed to their full time jobs and/or studies.

States, branches, or members organizing a separate scholarship application are required to adhere to AAUW's registration policies and timelines, but we understand the process takes time. If you would like to take advantage of registering your awardees at our Early Bird rate, but will not have your students selected by our February 15th deadline, you may submit a "dummy" registration within the Early Bird period to hold your awardees' spots. Attendee information can be updated at any point, up until the close of registration on April 30th.

This "dummy" registration can simply be a registration in a member's name, or a registration with generic placeholder information. For help with holding a registration spot please reach out to nccwsl@aauw.org.

Payment for NCCWSL Registration

Payment for the scholarship awardees must adhere to AAUW's registration policies and timelines, including submitting a \$50 deposit at the time of registration. If a local scholarship recipient is registering themselves, we will refund their deposit once we receive their registration fees from the supporting state, branch, or member. If the deposit is not feasible for the student, a member must register on behalf of the student.

Credit card payments are preferred. To guarantee your reservation, pay by credit card at the time of registration. If you need to pay by credit card after you have completed your registration, you can log back into your account by following the instructions in your registration confirmation email. If you have trouble accessing your registration, email nccwsl@aauw.org.

Checks and money orders must be mailed to the AAUW national office, address below. Please write AAUW-NCCWSL as the payee. Please include the registrant ID number(s) in the memo line, and a copy of your/their registration confirmation email. You will receive confirmation when your payment has been processed.

AAUW
Attn: Finance Department
1310 L St. NW, Suite 1000
Washington, DC 20005

For questions regarding NCCWSL registration, AAUW National Scholarships, or help setting up your own local scholarship, please reach out to the conference coordinators at nccwsl@aauw.org.