



## EXHIBIT A

### LEWIS UNIVERSITY SCHOLARSHIP PROCESS CHANGES effective 3.17.25

*This communication is official documentation of changes to all scholarships  
and will be placed as an amendment to existing scholarships.*

**Reviewing Applicants:** Lewis University will no longer be sending applicants for review to donors or donor designee committees. There are several reasons for this change: 1.) It is a conflict of interest and illegal by IRS standards for the donor of a scholarship to choose its recipient. 2.) Recipients will be assigned to scholarships by the financial aid office based on the criteria in the scholarship agreement that the donor set up upon making the gift. 3.) The cost of administering scholarships whose application needs to be reviewed by multiple parties delays the process and requires significant resources. This new process is considered best practice for administering scholarships and will allow us to best serve students in need.

**Scholarship Criteria:** Under the Office of Civil Rights, Lewis University cannot award scholarships based on criteria of race, ethnicity, or gender. Criteria based on financial need, area of academic pursuit, or organization/club participation are acceptable. If you have questions about the current status of your scholarship and its criteria, please reach out to the Office of University Advancement at (815) 588 -7542.

Donors will no longer be able to require essays as a part of the application process for scholarships-unless the student is applying for a full tuition award. If your scholarship does not cover the full tuition, we will continue to administer the scholarship based on the existing criteria, excluding the essay requirement.

Once awarded, all scholarships will be automatically renewable to the same student as long as they meet the criteria of the scholarship.

**Notifications and Communications:** We will continue to notify you regarding the recipient's name and coordinate the opportunity to meet your recipient in person. You will continue to receive an annual statement regarding the status of your endowment, the balance, the interest earned, and contributions made to your endowment.

**Minimum Donation for Named Scholarships:** Starting in the Fall of 2025, the minimum for a named endowed scholarship is expected to increase to \$50,000. If you would like to endow a scholarship today for the current minimum of \$25,000, to be paid over five years, please contact Colleen Ahearn, Vice President, University Advancement.

Starting in the 2026/2027 school year, to name an annual scholarship, a donor must commit to a minimum of \$2,500/year for 4 years. If this is not a level you can give right now, gifts can be made to the general student financial assistance fund or the mission fund.

**Please use this document as the official amendment to the scholarship you are involved with.**