From: Commanding Officer, Naval Reserve Officers Training Corps
Unit, Hampton Roads

Subj: OLD DOMINION UNIVERSITY ROOM AND BOARD SCHOLARSHIP

Ref: (a) CNSTCINST 1533.2
     (b) OPNAVINST 3120.32

1. Purpose. To promulgate the organization, policy, and process by which the Old Dominion University Room and Board Scholarships will be administered in accordance with the references.

2. Background. Old Dominion University (ODU) provides approximately $86,000 per academic year for funded Room and Board scholarships as well as ten or eleven unfunded room and five unfunded board scholarships each semester. Distribution of these funds and scholarships is at the discretion of the Professor of Naval Science (PNS).

3. Administration
   a. Commanding Officer shall:
      (1) Review and approve scholarship distribution plan no later than one working week prior to the tuition deadline for each semester.
      (2) Ensure the distribution plan and criteria are adequately briefed to all ODU midshipmen.
   b. ODU Officer-in-charge shall:
      (1) Develop a Room and Board Scholarship distribution plan for each semester.
(2) Promulgate the approved plan to all ODU midshipmen prior to the start of the semester to be evaluated for scholarship eligibility.

(3) Obtain room and board roster from ODU housing staff each semester.

(4) Collect semester GPA data from ODU company advisors as soon after the end of each semester as possible.

(5) Assign room and board scholarships as per the approved plan and provide the final list to the Commanding Officer for approval no later than 6 business days prior to the tuition deadline.

(6) Submit the final approved list to the ODU finance and financial aid staff no later than four working days prior to the semester tuition deadline.

(7) Immediately notify all eligible midshipmen of their Room and Board Scholarship status and ensure acknowledgment notification receipt. Midshipmen who received scholarship support in the previous semester but who do not qualify for continued support are the first priority for notification, especially before spring semester. Verbal notification by telephone is preferred method.

c. ODU Company Advisors shall:

(1) Provide input in the development of the scholarship distribution plan.

(2) Collect and submit semester GPA data on all assigned midshipmen as soon after the end of each semester as possible.

(3) Ensure all assigned midshipmen are aware of scholarship status prior to each semester tuition deadline.

(4) Continually counsel midshipmen that the Room and Board Scholarship is awarded competitively each semester. Due to the large number of variables at work, no midshipman should depend on an award and should always plan to pay room and board without support each semester.

4. Scholarship eligibility criteria
a. Only midshipmen residing on ODU campus are eligible for room scholarship awards.

b. Only midshipmen enrolled in an ODU meal plan are eligible for board scholarship awards.

c. Additional criteria regarding class standing, semester GPA, aptitude, and need will be determined by the ODU OIC and, pending Commanding Officer approval, promulgated to the Battalion at the beginning of each semester.

Distribution:
Battalion