Instructions for Completing the Private Outside Scholarship Form

(Private Outside Scholarships come from a source outside the university, i.e., clubs, educational foundations, organizations, etc.)

SECTION I: Student and Donor Information

Complete this section when reporting a Private Outside Scholarship, submitting a check or requesting *verification of enrollment*. See further explanations below.

☞	**Student Name, University Identification Number (UIN):** This is *required* information so that we can report/apply the Private Outside Scholarship to the correct student account.
☞	**Private Outside Scholarship Name (if different from Donor's name):** We *request* this information so that we can keep track of which Private Outside Scholarships you have received.
☞	**Contact Person, Donor Telephone, Mailing Address:** We *request* this information so that we may contact the Private Outside Scholarship donor if a question arises concerning your scholarship.* **You may leave blank any of the information you do not know.*
☞	**Total Award for the Academic Year:** Fill this in only when you are reporting a Private Outside Scholarship.* **If you are submitting a check, leave this line blank.*

SECTION II: Submitting a Check

Complete this section ONLY when attaching a check to the form!!!

☞	**PLEASE STAPLE THE CHECK TO THE FORM!!!** If the check is made payable to you, please endorse the check before attaching it to the form.
☞	**Check to be applied to:** (Fall only*; Spring only; Full Academic Year**; Summer only) *****If you check the FALL ONLY box, we will assume that you are receiving the same Private Outside Scholarship for the SPRING SEMESTER for the SAME AMOUNT and we will adjust your financial aid package accordingly. **Private Outside Scholarship funds for the FULL ACADEMIC YEAR will be disbursed in **two installments**--half in the FALL SEMESTER and half in the SPRING SEMESTER. These procedures will be followed... ***UNLESS THE SCHOLARSHIP DONOR NOTIFIES US OTHERWISE.***

SECTION III: Requesting Verification of Enrollment

Complete this section only if the donor requires verification of your enrollment before sending us the check.

Revised 1/2008

Outside Scholarship Form

Office of Student Financial Aid
University of Illinois at Urbana-Champaign
620 East John Street - MC 303
Champaign, IL 61820-5712
Fax (217) 265-5516 Phone (217) 333-0100

Today's Date: _____ For Academic Year: _____

Section I

Student and Donor Information: *Please read INSTRUCTIONS before completing this form.*

_____ _____ ____
Student Last Name First Name MI

_____
University Identification Number (UIN)

_____ _____
Name of Donor: Private Outside Scholarship Name *(if different from Donor Name)*

_____ _____
Contact Person Donor Telephone

_____
Donor Address (street) (city) (state) (zip)

Total Award for academic year: $ _____

Section II

Complete if Submitting a Check:

Date of Check *(mm/dd/yy)*: _____ **Amount of Check**: $ _____

This check is to be applied to: ☐ Fall Only ☐ Spring Only ☐ Full Academic Year ☐ Summer Only

FOR OFFICE USE ONLY! DO NOT WRITE IN THIS AREA.					
Check log		Verification Letter		Banner	
ROMR Number		Call Card		Banner	
Acknowledgment Letter		Exception		To File	

Section III

Complete if Requesting Enrollment Verification

After reading the following statement, sign where indicated.

I hereby authorize the Office of Student Financial Aid, University of Illinois at Urbana-Champaign, to provide information regarding my enrollment to the Private Outside Scholarship donor specified in the *Student and Donor Information* section of this form. ***SIGN ONLY IF VERIFICATION OF ENROLLMENT IS REQUIRED!!***

_____ _____
Student Signature Date