

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

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... <u>UNLESS THE SCHOLARSHIP DONOR NOTIFIES US OTHERWISE.</u>

SECTION III: Requesting Verification of Enrollment

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

Private Outside Scholarship Form

Office of Student Financial Aid



University of Illinois at Urbana-Champaign

620 East John Street - MC 303

Champaign, IL 61820-5712

Phone (217) 333-0100

Fax (217) 265-5516

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) _____ OR Social Security Number (SSN)* _____

**Providing your UIN or SSN is optional, however, our office uses this information to ensure the recording of scholarship funds on the correct student's record. If you provide neither the UIN nor the SSN, the processing of your scholarship information may be delayed. The University of Illinois has a strong commitment to ensuring the privacy and confidentiality of student information. Your SSN will NOT be disclosed without your consent, except as required by financial aid programs and as allowed by law.*

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 _____

bluform

For faster service! fax: (217) 265-5516 www.osfa.uiuc.edu phone (217) 333-0100