

## Where to send scholarship checks

Send all scholarship checks for students attending IUPUI to the IUPUI Office of Student Scholarships (OSS):

IUPUI Office of Student Scholarships  
PO Box 6035  
Indianapolis, IN 46206-6035

Make all scholarship checks payable to Indiana University. Scholarship checks for students attending other IU campuses should be mailed directly to the campus where the student is enrolled. We strongly recommend not sending checks by certified mail.

Scholarship funds may be transmitted electronically. However, please email [inschl@iupui.edu](mailto:inschl@iupui.edu) with the information below when funds are transmitted to alert the OSS of pending payments. More information about electronically transmitting funds to Indiana University can be found on the Office of the Treasurer website (<http://www.indiana.edu/~iutreas/bankingsendmoney.html>).

## What to include with a scholarship check

Please include the following with each check:

- Student's name
- Student's University ID (10 digits)
- Scholarship donor's name, address, and phone number
- Instructions regarding posting and donor intent, specifically if it is for tuition and mandatory fees only, and the term to which it should be applied
- Donor Form: [www.iupui.edu/~scentral/downloads/DonorForm.pdf](http://www.iupui.edu/~scentral/downloads/DonorForm.pdf)

## Scholarship Stipulations

Scholarships at IUPUI are posted as general scholarships which are payable towards all charges on a student's account and eligible for refund to the student.

Please note the following:

- Books are not an institutional charge.
- Any instructions stating a payment should be applied to charges other than tuition and fees authorizes IUPUI to apply the payment as a general scholarship which can be refunded to the student after all charges on the student's Bursar

## When to send scholarship checks

In order for scholarships to credit a student's account before their charges are due, we recommend that checks be submitted to OSS by these dates:

- August 1 for fall semester
- December 1 for spring semester
- April 1 for summer sessions

**Students may accrue late fees if external scholarship checks are not received prior to the student's bursar bill date.** Non-IU scholarships are not reflected on the student's bursar account until the check has been received and processed by OSS.

Preventing late fees from accruing on his or her bursar account is the student's responsibility. Students should contact the Office of the Bursar at [bursar@iupui.edu](mailto:bursar@iupui.edu) to discuss payment options if scholarship checks do not arrive by the bursar bill due date.

In addition to the recommended submission dates, please note that scholarship checks must be received by the deadline dates below in order to apply to specific semesters:

- December 1 for fall semester
- April 1 for spring semester
- August 1 for summer semester

## Scholarship disbursement

- Endorsement of scholarship checks by students is not necessary, since funds are applied directly to their bursar accounts.
- Once students are enrolled in at least one credit hour, their scholarships credit to their bursar accounts.
- Scholarships are disbursed according to the term(s) specified by the donor. If the donor does not indicate a distribution schedule, IUPUI will apply awards of less than \$1,000 entirely to the current semester. Awards of \$1,000 or larger will be split with half applied to fall and half applied to spring (unless it is specified as a summer award).
- Awards received after the specified deadlines listed above will be posted to the student's next (or current) academic term (i.e. fall or spring term) unless instructions state funds must be returned.
- Scholarship funds first pay students' outstanding IU charges. After a student's current IU charges are paid, any credit balance is refunded to the student by the Office of the Bursar.

## Effects of scholarships on other aid

The receipt of a private scholarship may result in the reduction or repayment of need-based financial assistance previously awarded to the student by Indiana University. In accordance with federal regulations, our office is required to monitor whether a student's total financial assistance remains within their financial need-based eligibility. Similar practices are followed with some institutional need-based grants. Whenever possible, self-help awards (loans and Federal Work-Study) are reduced before federal or institutional need-based gift-aid.

## Refunds to scholarship donors

Once an award has credited a student's account in the current semester, the student's enrollment status is not monitored. If a student withdraws from school after he/she has received an award, the donor is responsible for collecting any scholarship funds disbursed directly from the student. However, if a student withdraws from school before he/she receives an award, any non-disbursed funds are refunded to the donor.

Non-disbursed external scholarships are generally reviewed and refunded to donors during the second week of classes each semester. A student or donor may request that funds be returned to the donor prior to this period by contacting OSS at [inschl@iupui.edu](mailto:inschl@iupui.edu) (Please include the reason why a refund is being requested.).

The initial refund process may take up to 10 business days to complete. Refund checks are then issued by IU Financial Management Services and can take up to six weeks to reach the donor. The donor may contact OSS if a refund check has not been received within the normal six week processing timeline.

## Disclosure of a student's cost of attendance, financial aid, and enrollment

Donors requiring information regarding the student's other awards, estimated cost of attendance, financial need, or verification of enrollment should contact the student for appropriate documentation.

Donor forms or requests for official university documentation of financial aid information\* should be sent to the Office of Student Scholarships using the contact information at the bottom of the page. Requests for information should be submitted to OSS prior to the recommended check submission dates below:

- August 1 for fall semester
- December 1 for spring semester
- April 1 for summer sessions

A student's signed authorization to release confidential information to the donor is required by OSS before any information can be provided to the donor. The student should print the authorization form and mail, fax, or email ([inschl@iupui.edu](mailto:inschl@iupui.edu)) it to our office if it cannot be submitted during office hours.

- **RELEASE FORM:** [www.iupui.edu/~scentral/downloads/Release of Information.pdf](http://www.iupui.edu/~scentral/downloads/Release%20of%20Information.pdf)

\*Verification of actual costs of attendance should be obtained directly from the student.

### **Bill/Invoice for scholarship payment**

The Office of Student Scholarships does not bill donors for scholarship payments. If an invoice or bill is required for payment, the student needs to provide a copy of his or her account statement from the Office of the Bursar.

### **Restriction of scholarship funds to tuition only**

Due to the volume of scholarships received from external donor institutions, OSS cannot guarantee full compliance with any donor limitations placed on scholarship funds. Scholarship funds processed by the Office of Student Scholarships cannot be restricted to pay specific fees.

Donors who wish to restrict scholarship funds to tuition and fee charges should contact the Office of the Bursar to make special arrangement for award processing. The Office of the Bursar may be able to restrict the application of the donor's funds to only pay a student's tuition charges. Donors interested in this option should contact the Third Party Sponsor Processing area in the Office of the Bursar at (317) 274-5958 or [sponsor@iupui.edu](mailto:sponsor@iupui.edu).

### **Confirmation of enrollment**

The Office of Student Scholarships will provide a confirmation of enrollment at the student's or donor's request, in order to facilitate a scholarship payment. However, the Office of Student Scholarships is unable to monitor a student's continued enrollment or academic progress.

### **Evaluation of academic performance**

If an evaluation of academic performance is required for scholarship payments, the Office of the Registrar can provide this information to the student or mail it to the scholarship donor. Students may select between two documents: the official Indiana University transcript or an Indiana University document (Abbreviated Transcript) used for verification of academic record information. A student's signed release and payment

would be required for either document. Call (317) 274-1519 or visit the Registrar's web site at <http://registrar.iupui.edu> to find instructions for requesting official transcripts or abbreviated transcripts for certification purposes.

### **Confirmation of check receipt**

The canceled scholarship check serves as the donor's receipt.

### **For more information**

If you have questions about these procedures, please contact the Office of Student Scholarships:

420 University Blvd. CE 264  
Indianapolis, IN 46204  
Phone: (317) 274-5516  
Fax: (317) 278-3298  
E-mail: [inschl@iupui.edu](mailto:inschl@iupui.edu)