

NOTIFICATION TO OF OUTSIDE SCHOLARSHIP AWARDS & ADDITIONAL FUNDING

Use this form to notify the Office of Financial Aid of any non-SMU scholarships or any outside funding that you will be receiving for the use of educational expenses and is not already listed on your award letter.

INSTRUCTIONS: We are requesting the following information so that your funds will reflect correctly on your financial aid package and billing statement. You may need to provide additional information to the University Bursar's Office and/or the University Registrar's Office. Outside funding sources are typically donor scholarships awarded by institutions other than the SMU, but are designated to be used for your educational expenses such as tuition, fees, housing, etc. Donor sources include high schools, private clubs, agencies, corporations, churches, scholarship organizations, tuition benefits you may receive through an(s)' employer or vocational rehabilitation grants. Do not include National Merit, state grants, SMU merit scholarships, state pre-paid or college savings plans.

If the donor requires verification of enrollment, students must submit an online request through My.SMU or directly with the University Registrar's Office. Billing or enrollment verification requests sent directly to the Office of Financial Aid will not be processed.

Scholarship funds must be received to the Office of Financial Aid by payment due date, or you are responsible for full payment for the semester bill by payment due date. If we receive the notification or the actual funds after payment due date, the funds will be applied to your account whenever they are received. If your account has been paid in full by that time, a refund will be issued if allowable by the donor.

If you should receive the funds at your home, it is important that you endorse the check, include your student ID number, and send the check directly to the Office of Financial Aid and Scholarships (PO Box 750181, Dallas, TX 75275-0181) for processing and crediting to your student account.



*Notification of Outside Funding
to the Office of Financial Aid*

**NOTIFICATION OF
OUTSIDE SCHOLARSHIP AWARDS & ADDITIONAL FUNDING**

Use this form to notify the Office of Financial Aid of any non-SMU scholarships or any outside funding that you will be receiving for the use of educational expenses and is not already listed on your award letter.

Student Name: _____ SMU ID#: _____

Grade Classification for the upcoming Academic year: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

| Name of Scholarship or <u>Source of Funding</u> | <u>Amount</u> | Frequency (One-time payment? Once per semester? <u>Be specific on how these funds will be allocated</u>) |
|--|---------------|--|
|--|---------------|--|

Example #1: Club Scholarship
Example #2: Employer Benefit

5000
1000

One-time payment
Each semester over four years

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

(Student Signature)

(Date)