



Outside Scholarship Student Information Sheet

CONTACT US!

<p style="text-align: center;">Financial Aid Office P.O. Box 26170 Greensboro, NC 27402</p> <p style="text-align: center;">Phone: 336-334-5702 finaid@uncg.edu</p>	<p style="text-align: center;">For questions regarding your outside scholarship you may contact:</p> <p style="text-align: center;">Debra Toler Senior Counselors for Scholarships dltoler@uncg.edu</p>
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Scholarship Letters and Checks:

Please submit your scholarship letters and checks to the address above or drop them off in person at the Financial Aid Office in the Mossman building. Letters can also be sent via **email** to Debra Toler at the above address. Submitting your scholarship letters enables us to apply the award to your student account in a pending status until check is received from the donor. The letter must be from the donor and should include an amount for the award and the term(s) for which the award should be applied.

The following information is extremely helpful if included on the check or letter:

- ❖ The student’s name (first, last, and middle initial) and UNCG student ID number (if known)
- ❖ The name of the scholarship
- ❖ Name of the foundation/agency (if applicable) awarding the scholarship
- ❖ The amount of the scholarship
- ❖ The semester for which the funding should be applied (e.g. fall, spring, or academic year)
- ❖ Donor contact information including phone number, address, email address, and name of person to contact in the event we have questions or if funds need to be returned to the donor/organization
- ❖ Checks may be made payable to UNC-Greensboro and sent directly to the UNCG Financial Aid Office at the address listed above.
- ❖ If the check is made out to the student you can either endorse the check and submit it to our office and we will apply it to your account or cash the check and use it to make a payment on your student account or purchase needed educational supplies. However, per federal regulations, the student must report the scholarship funds to the Financial Aid Office.

Financial Aid Office Important Information:

The Financial Aid Office’s policy is to split scholarship awards evenly between the fall and the spring semesters unless otherwise requested by the donor. This practice helps to ensure that the student’s bill is covered for the entire academic year. We encourage donors to split awards evenly to help students avoid struggles with paying their bill in the spring term.

Students please be aware that the receipt of an outside scholarship may require that other aid on your account be reduced, reallocated, or cancelled due to Cost of Attendance (COA) and Expected Family Contribution (EFC) regulations. If a student receives aid that exceeds their Cost of Attendance for the year or exceeds their financial need as determined by the FAFSA we may be required to adjust some federal, state, and/or institutional aid to keep students within those limits. Please visit the Financial Aid Office website for more information about the estimated [Cost of Attendance](#).



Need to correct an error?

Please feel free to contact us. We are happy make any necessary adjustments to the award. Written verification from the donor for the requested changes is required and can be submitted to our office via mail or email.

Need a billing statement or transcript?

- **Billing:** Students can print an official billing statement from the Student Account Center via the UNCGenie student portal. Student billing statements are available approximately 5-6 weeks before the start of each semester.
- **Transcript:** Academic transcripts must be requested by the student. Unofficial transcripts may be requested via UNCGenie. **There is no fee for an unofficial transcript.** Official transcripts can be ordered via the National Student Clearinghouse for a fee. More information is available on the [University Registrar's Office](#) website.

Need to verify student enrollment?

The Financial Aid Office can provide a letter for the student to verify that the student is admitted and currently registered for courses at UNCG.

Official verification of enrollment is reported to the National Student Clearinghouse by the University Registrar's Office after the semester begins and can be requested by the student approximately two weeks after the first day of classes each term.

Return of Scholarship Funds:

If you decide not to attend, UNCG will return the scholarship funding to the donor/organization.

If you transfer to another university after the fall term, we will return any remaining unused portion of the funding to the donor/organization. Then the donor can forward the funds to your new institution.

Once a student has begun attendance in a given term, we will only return funds received for future semesters to the scholarship donor.