



## Outside Scholarship Donor Information Sheet

CONTACT US!	
<p style="text-align: center;"><b>Office of Financial Aid and Scholarships</b></p> <p style="text-align: center;">P.O. Box 26170 Greensboro, NC 27402</p> <p style="text-align: center;"><b>Phone:</b> 336-334-5702 <a href="mailto:finaid@uncg.edu">finaid@uncg.edu</a></p>	<p style="text-align: center;"><b>For questions regarding your outside scholarship you may contact:</b></p> <p style="text-align: center;"><b>Debra Toler</b> Senior Counselor for Scholarships <a href="mailto:dltoler@uncg.edu">dltoler@uncg.edu</a></p>

### Scholarship Letters and Checks:

To better assist with the application of scholarship funding please include the following in your scholarship correspondence and or on the scholarship check itself.

- ❖ 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 in 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 funding needs to be returned to the donor/organization
- ❖ Checks can be made payable to UNC Greensboro and sent directly to the UNCG Office of Financial Aid and Scholarships at the address listed above.
- ❖ If the check is made out to the student they can either sign the check and submit it to our office and we will apply it to their account or they can cash the check and use it to make a payment on their student account or purchase needed educational supplies. However, per federal regulations, the student must report the funds to the Office of Financial Aid and Scholarships.

### Important Financial Aid Information:

Our 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.

Donors will receive a canceled check once the funds have been processed as acknowledgment of receipt.

### **Need to correct an error to an award?**

Please feel free to contact us. We are happy make any necessary adjustments to the award. Written verification of 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 Office of Financial Aid and Scholarships 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.

### **Need a W-9 Tax form?**

You can find the [W-9 Form](#) on the Accounts Payable website.

### **Return of Scholarship Funds:**

In cases were a student decides not to attend UNCG, we will return the scholarship funds to the donor/organization.

If a student transfers to another university after the fall term we will return any remaining unused portion of the funding to the donor/organization.

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

### **What is Cost of Attendance?**

Please visit ourwebsite for more information about the estimated [Cost of Attendance](#).