

Alabama State University
Office of Financial Aid

EXTERNAL (OUTSIDE) SCHOLARSHIP PROCESSING POLICY AND PROCEDURES

Funds awarded through a third party donor agency or organization that is not tied to the university are considered external (or outside) scholarships. The Office of Financial Aid at Alabama State University has designed a detailed course of action for receiving and processing outside scholarships. This allows us to be sure the funds are applied to the correct student and according to the donor's wishes. Below is an outline of the process, including the steps that students and donor agencies will need to take.

- **REPORTING OUTSIDE SCHOLARSHIPS**

It is the student's responsibility to notify the Office of Financial Aid when you have been awarded an outside scholarship for any semester. It is in your best interest to report scholarships for the academic year versus per semester in case there are any adjustments that will need to be made to the student's existing Financial Aid Award Package. You may report your outside scholarship by submitting the scholarship check to the Office of Financial Aid for processing. If applicable, submit the award notification letter from the donor agency to our office as well. The notification letters may be mailed, emailed or hand delivered. The scholarship coordinator will make a record of all outside scholarships received by the student, incorporate the funds into the student's existing Financial Aid Award Package, and deliver the funds to the institution's Bursar/Cashier's Office for further processing.

- **EFFECT ON FINANCIAL AID AWARD**

Receipt of an outside scholarship may require an adjustment to your Financial Aid Award Package in an effort to prevent your account from going into an **over-award** or **over-budget** situation. The Office of Financial Aid gives students the maximum allowable benefit permitted by federal and state regulations when incorporating outside scholarships into the existing Financial Aid Award. If it is necessary to adjust aid already awarded, we will reduce monies that are least beneficial to you. Your loans will be reduced or relocated first and then federal and/or state grants last. Adjustments will not be made to eligible Federal Pell grants funds. Students are notified of award adjustments via mailed and emailed communications. Changes can also be viewed via the institution's Student Hornet's Web. If a balance exists, students will need to remit payments to the Bursar/Cashier's Office.

- **ADDITIONAL INFORMATION REQUEST**

Donors may require an invoice, proof of enrollment, or an official transcript prior to releasing funds for a scholarship. Invoice requests can be made through the Office of Students Accounts located on the 2nd floor of the J.G. Hardy Center. Enrollment verification or official transcripts can be arranged upon request through the Office of Records and Registration located on the 2nd floor of the J.G. Hardy Center.

- **PAYMENT OF OUTSIDE SCHOLARSHIPS**

If the scholarship check is payable to the student only, the scholarship still needs to be reported to our office. If the scholarship check is co-payable to the student and the university, students will need to endorse the check before payment can be disbursed. Our policy is to disburse funds equally between the fall and spring semesters unless the donor request otherwise.

Outside scholarship notification letters and/or checks received should include the following:

1. Student Name
2. Student Identification Number
3. Term to apply award (Fall only, Spring only, Fall & Spring terms, Summer only)

Checks should be mailed to the following address:

**Alabama State University
Office of Financial Aid
P.O. Box 271
Montgomery, AL 36101-0271**

Note: Confirmation of receipt that check was received is provided by phone, letter or email upon request.

QUESTIONS OR CONCERNS

Should you have any questions or concerns regarding outside scholarships, you may contact the Office of Financial Aid at (334)229-4799, (334)229-4862 or abpettway@alasu.edu.