



## 2009-10 Private Scholarship Administration

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The following is important information regarding the University of Colorado at Boulder's private scholarship process. We encourage all private scholarship providers and students receiving private resources to become familiar with our policy and procedures.

To assure that a student's scholarship payment is processed accurately and promptly, use our comprehensive Scholarship Donor Form located on the back of this page or at [www.colorado.edu/finaid/scholarships.html](http://www.colorado.edu/finaid/scholarships.html).

### **Sending Payment**

Make checks payable to the University of Colorado at Boulder. Mail all scholarship checks and related correspondence to:

University of Colorado at Boulder  
Office of Financial Aid  
Attn: Scholarship Services  
77 UCB  
Boulder, CO 80309-0077  
Phone: 303-492-4533  
Fax: 303-735-1832

### **What to include with payment**

Provide the full name, address, phone number and/or email address of the organization as well as the name of a contact person if known so that we can contact them in the event of any questions.

Provide the name and CU-Boulder Student Identification Number (SID) of the scholarship recipient. If the scholarship provider does not know the student's SID, please provide other identifiable information such as their high school, birthdate, or last four digits of their social security number.

Provide instructions on how the funds are to be applied to the student's account, including but not limited to which semester(s) the student is to be credited, the minimum number of credits the student must be enrolled, and whether correspondence courses are eligible for funding. We encourage donors to use the Scholarship Donor Form on the reverse of this page to report this information.

### **Disbursement**

According to University policy, if not otherwise instructed Scholarship Services will divide awards of \$1,000 or more equally between the fall and spring semesters. Scholarships of less than \$1,000 will be applied in full to the current semester.

Without donor approval, Scholarship Services will not release scholarship funds for students who are not meeting the Office of Financial Aid's Satisfactory Academic Policy, [www.colorado.edu/finaid/rap.html](http://www.colorado.edu/finaid/rap.html) or who enroll less than full-time (12 credit hours undergraduate or 9 credit hours graduate). Donors will be contacted in this event. Donors may request proof of enrollment from Scholarship Services before sending payment by contacting us at the address above.

### **Co-payable Checks**

All co-payable scholarship checks will be credited to the semester(s) indicated. To expedite processing, we will do so without the student's signature. However, if by endorsing the scholarship check, the student agrees to maintain specific eligibility requirements, please indicate so with your payment and we will obtain the student's signature prior to processing the payment.

### **Refund Policy**

Scholarship Services will automatically issue a refund to the donor in the event that: the recipient fails to enroll full-time and the donor has indicated that they are not eligible to receive the scholarship unless full-time, or the student withdraws from the University before the 3<sup>rd</sup> Friday of the current term, or is otherwise ineligible to receive the scholarship payment based on specific scholarship requirements. Refunds for withdrawals after this period require donor approval. Scholarship Services will contact the donor in this event.

### **Invoices**

If a donor wishes to receive an invoice prior to submitting payment, please contact the Third Party Billing Coordinator in the Bursar's Office at 303-492-4369, FAX: 303-735-5935. Donors may obtain copies of student's tuition bill by contacting the student.

### **Payment Due Dates**

For information on when tuition payments are due each semester, please see the Bursar's website <http://www.colorado.edu/bursar/now/tuifeebill.html>. Students may incur late and service fee charges for scholarship checks received after the tuition bill due date.