

# Scholarship Donor Form

Thank you for your contribution in support of the education of CU Boulder students! To help efficiently process funds to students' accounts, please complete and submit this form along with your payment to the Scholarship Services office at the address listed below. Checks should be payable to University of Colorado Boulder. Please contact our office with any questions.

## Donor Contact Information

Organization/Donor Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Email or Phone: \_\_\_\_\_

## Payment

Name of Scholarship: \_\_\_\_\_  
Number of Checks Enclosed: \_\_\_\_\_ Academic Year (i.e. 2016-2017): \_\_\_\_\_  
Total Amount of all Scholarship Checks Enclosed: \_\_\_\_\_

## Please list the CU Boulder students who are receiving this scholarship:

Student Name	CU Student ID or last 4 digits of SSN	Today's Payment Amount	Total Number of Payments for year	Total Scholarship Amount for year

If extra space is needed, please attach an additional page.

Would you like CU Boulder to provide grade transcripts for the student(s) listed above? Yes  No   
If so, following which term(s)? Fall  Spring  Summer

## Additional Information

Students may incur late and service fee charges for scholarship checks received after the tuition bill due dates, available at [bursar.colorado.edu](http://bursar.colorado.edu). Please be aware of these dates when planning to disburse scholarship funds.

To expedite processing, we will deposit co-payable scholarship checks without the student's signature. However, if by endorsing the scholarship check the student agrees to maintain specific eligibility requirements, please check the box and we will obtain the student's signature prior to processing the payment. **Student Signature Required**

Scholarship Services divides awards of \$1,000 or more equally between fall and spring semesters unless otherwise instructed. Scholarships less than \$1,000 are credited in full to the current semester bill. Scholarship Services will not release funds for students enrolled less than half time (6 credit hours for undergraduates, 4 credit hours for graduates) or students who are not meeting the Satisfactory Academic Progress (SAP) Policy, [www.colorado.edu/financialaid/policies](http://www.colorado.edu/financialaid/policies), without donor approval.

Scholarship Services will automatically issue a refund to the donor in the event a recipient fails to enroll half time or meet the specified minimum enrollment, withdraws from the University before the third Friday of the current term, or is otherwise ineligible to receive the scholarship payment based on the scholarship requirements. The donor may request a refund if the student withdraws after the third Friday. Scholarship Services will contact the donor in this event.