Church/Outside Designated Scholarships Program form

WASHINGTON UNIVERSITY *of* VIRGINIA

Yes, We would like to be counted among the growing number of churches/Donor desiring to support students with a church/outside scholarship.

Name of Church/Donor _____

Mailing Address _____
Street

_____
City State Zip code

Phone Number _____ **Email Address** _____

Name of Pastor/Donor _____
(please print)

Name of Designated Student _____ **Scholarship Amount** _____

Signature of Approval by Pastor/Donor _____ **Date** _____

Church/Outside Designate Scholarship Processing Guidelines
The following guidelines are specific to WUV's processing of Church/Outside Designate Scholarships.

Church/Outside Scholarships Defined: A Church/Outside scholarship is type of external aid where a donor, outside of a family member of the student or department within the University, provides scholarship funding for a specific student for educational expenses. According to federal regulations, Church/Outside scholarships are considered to be a resource that affects the student's financial aid.

Church/Outside Scholarship Processing Guidelines:

Notification of Scholarship: Scholarship organizations will notify students if they will be receiving a church/outside scholarship. Students will need to provide Financial Aid with an official award letter from the scholarship organization and request form. Once an official award letter and request form are received, Finance Office will be able to begin processing the scholarship.

Processing of Scholarship Payment: Official documentation allows the Finance Office to place a projected amount on the student's account for Financial Check-In. Once payment is received from the donor, will show as "Paid" on the student's account on Mywuv. Scholarships will be processed and divided according to the amount and semester provided on official award letter from the donor. Scholarships that exceed a student's charges for a given semester will not be split evenly between multiple semesters.

Billing for Scholarship Payments: A billing will be sent to the donor to request payment before the payment period for enrollment has passed only if requested by the donor. If payment is not received 5 days after the final day of class, the projection will be removed from the student's account until payment is received. The student will be responsible for any resulting balance prior to beginning the semester.

Refund of Scholarship Payment: If a scholarship needs to be refunded, it will be refunded directly to the donor. The only exception is if the donor specifies and authorizes that a refund go directly to the student. In the event of a student withdrawal, the outside scholarship will not be refunded to the donor and the scholarship will continue to be used for expenses incurred by the student's withdrawal unless specified beforehand by the donor or a credit balance occurs after tuition and fees have been paid.

Please do one of the following:

Mail form to WUV Scholarship Committee, Business Office, Washington University of Virginia,
4300 Evergreen Lane #205 Annandale, VA 22003 OR Fax to 703-333-5904
OR scan to *financeoffice@wuv.edu* OR bring it by in person.
(Finance office will send the invoice, if the church needed)

<OFFICE USE ONLY>

Name of Student _____ **Student ID** _____

Program _____ **Semester** _____

Enrolled Credit _____ **Tuition Amount** _____

Scholarship Amount _____ **Check #** _____