

## 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 Student Financial Aid at Southern University and Agricultural & Mechanical College 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 Student 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 and, if applicable, the award notification from the donor agency to our office for processing. These documents may be mailed or hand delivered to the Office of Student Financial Aid. 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's Office for further processing.

- **EFFECT ON FINANCIAL AID AWARDED**

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 over-award or over-budget situation. The Office of Student 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 grant funds, only the Federal Supplemental Opportunity Grant, Louisiana Go Grant, and/or Taylor Opportunity Program for Students (TOPS). Students are notified of award adjustments via mailed communications. Changes can also be viewed via the institution's Student Self-Service Banner. If a balance exists, students will need to remit payments to the Bursar'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 request can be made through the Bursar's Office located on the 1st floor of the J.S. Clark Administration building. Enrollment verification or official transcripts can be arranged upon request through the Registrar Office located in the T. H. Harris hall.

- **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 semester unless the Scholarship Committee indicates that the funds are awarded for one semester only.

Scholarship Notifications letters and/or checks received should include the following:

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

Checks should be mailed to the following address:

Southern University and A&M College  
Christopher Levy - Scholarship/Financial Aid Counselor  
Office of Student Financial Aid  
**P O Box 9961**  
**Baton Rouge, LA 70813-9961**

Attn: Christopher Levy- Scholarship/Financial Aid Counselor

**Note:** *Due to volume of checks that we receive, we cannot mail you a confirmation of receipt. We respectfully request that you use your monthly statement to confirm that your check has been applied and/or request that the student confirms payment to his/her account.*

**QUESTIONS OR CONCERNS** Should you have any questions or concerns regarding outside scholarships you may contact Office of Student Financial Aid at (225) 771-2790 or by email at christoper\_levy@subr.edu.