Important Information for Students and Scholarship Donors

✓ Please make scholarship checks payable to the University of North Carolina at Wilmington.

✓ Scholarship Checks should include the student's full name and UNCW #(#850) student ID in the memo section of the check. If the student has not provided his/her UNCW #(#850) student ID, the donor should include some other identifying factor, such as the home address or the last 4 digits of the student's social security number. Please do not use the complete SSN.

✓ Scholarships checks should be mailed to the following address:
  UNC Wilmington
  Office of Scholarships & Financial Aid
  601 S. College Road
  Wilmington, NC 28403-5951

✓ Please mail fall scholarship checks by July 1st and spring checks by December 1st.

✓ Due to the volume of checks we receive, we regret that we cannot mail a confirmation of receipt to the student or scholarship donor. Students can verify receipt of funds by checking their student account online.

✓ Our policy is to disburse funding equally between the fall and spring semesters. However, if the scholarship donor prefers full disbursement to one particular semester, the donor should indicate this on the check or in the cover letter. For example, “Pay all in Fall” or “Pay all in Spring.” The directive must come from the donor.

✓ If the scholarship donor requires an invoice or verification of enrollment before sending funding to UNC Wilmington, we can provide that information only if the student has signed the certification and privacy release on UNCW's Scholarships Notification Form or if the student has signed and submitted a donor-generated form.

✓ Our Tax ID number is 56-1258660.

✓ Scholarship awards are calculated as a resource in determining a student's eligibility for federal, state and institutional financial assistance.

✓ The student is responsible for reporting all financial assistance received or expected to receive to the Office of Scholarships & Financial Aid.
2014-2015 Outside Scholarship Notification Form

Please complete this form only if you are receiving a scholarship from a source other than UNCW.

**Scholarship Notification**

I am/will be receiving the following non-UNC Wilmington scholarship for the 2014-2015 academic year.

*Note: Please complete a separate form for each outside scholarship received.*

| ☐ Name of Scholarship (Ex. Biology Scholarship) |
| ☐ Name of Scholarship Donor (Ex. ABC High School) |
| ☐ Award Amount for 2014-2015 academic year |
| ☐ Donor Contact Person |
| ☐ Donor Phone Number (Include Area Code) |
| ☐ Donor Fax Number (Include Area Code) |
| ☐ Donor Address |
| ☐ Donor City, State, Zip |
| ☐ Donor Email Address |

**Scholarship Donor Requests**

If your Scholarship Donor requires financial information, and/or an invoice from the Office of Scholarships and Financial Aid, please attach a copy of your scholarship offer letter, a written request, or a donor-generated form. *Note: Enrollment Verifications and transcript requests must be made directly to the Office of the Registrar.*

**Certification and Privacy Release**

I certify that the information reported on this form is complete and correct to the best of my knowledge. I will immediately notify the Office of Scholarships & Financial Aid of any changes. I give the Office of Scholarships & Financial Aid permission to discuss and/or release academic and financial data to the donor listed above.

*Note: If you have already received an aid package and this award was not included in that package, your eligibility for federal, state, and institutional aid will be reevaluated. In compliance with federal regulations, state requirements and institutional policy, your aid package may be revised. You will be notified if a revision is made.*

__________________________
Student Signature

__________________________
Date