



**Office of Scholarships & Financial Aid**  
601 S. College Road  
Wilmington NC 28403-5951  
910-962-3177 Telephone  
910-962-3851 Fax  
[finaid@uncw.edu](mailto:finaid@uncw.edu)

## Important Information for Students and Scholarship Donors

- ✓ Please make scholarship checks payable to the University of North Carolina 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 1<sup>st</sup> and spring checks by December 1<sup>st</sup>.
- ✓ If the scholarship donor requires an invoice or verification of enrollment before sending funding to UNC Wilmington, please submit your request to the Student Accounts and Cashier Services and the Registrar's Offices (after drop/add), respectively.
- ✓ 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.**
- ✓ 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.



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Student's ID: \_\_\_\_\_  
 Student's Last Name: \_\_\_\_\_  
 Student's First Name: \_\_\_\_\_

## **2017-2018 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(s) for the 2017-2018 academic year:**

<b>Scholarship #1</b>	
Name of Scholarship <i>(Ex. Rotary Scholarship)</i>	
Name of Scholarship Donor <i>(Ex. ABC High School)</i>	
Award Amount for 2017-2018 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	
<b>Scholarship #2</b>	
Name of Scholarship <i>(Ex. Kiwanis Scholarship)</i>	
Name of Scholarship Donor <i>(Ex. ABC High School)</i>	
Award Amount for 2017-2018 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	
<b>Scholarship #3</b>	
Name of Scholarship <i>(Ex. Best Buy Scholarship)</i>	
Name of Scholarship Donor <i>(Ex. ABC High School)</i>	
Award Amount for 2017-2018 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	

**2017-2018 Outside Scholarship  
Notification Form**

Student's ID: \_\_\_\_\_

Student's Last Name: \_\_\_\_\_

Student's First Name: \_\_\_\_\_

Scholarship #4	
Name of Scholarship (Ex. Booster Club Scholarship)	
Name of Scholarship Donor (Ex. ABC High School)	
Award Amount for 2017-2018 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 #5	
Name of Scholarship (Ex. XYZ Church Scholarship)	
Name of Scholarship Donor (Ex. XYZ Church)	
Award Amount for 2017-2018 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