

**OUTSIDE SCHOLARSHIP NOTIFICATION FORM**

(Do not complete this form if no outside scholarships are forthcoming.)

**Student Name:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Year in School for 2014-15:**  Freshman  Sophomore  Junior  Senior

**School Enrolled:**  A&S  Blair  Engineering  Peabody

INSTRUCTIONS: We are requesting the following information so that we may correctly document your financial aid award letter. You may need to provide additional information to the Office of Student Accounts and/or the University Registrar. An outside scholarship is usually an award from a high school, private club, agency, corporation, organization, tuition benefits from your parent(s)' employer or vocational rehabilitation grants. **Do not include National Merit, ROTC, state grants, Vanderbilt University Honor Scholarships, state pre-paid or college savings plans.**

Outside Scholarship Donor/Agency Name (Please be specific.)	Scholarship Amount (current year only)	Is this a renewable scholarship?	When will donor send payment? Full amount in Fall or one-half each term?	Will the donor mail the check to Vanderbilt or to you at home? If mailed to you, please forward to Office of Student Financial Aid.
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

If you should receive the funds at your home, it is important that you endorse the check, include your Social Security number and write "For Deposit Only to Vanderbilt University" on the back and **send the check directly to the Office of Student Financial Aid and Scholarships (2309 West End Avenue, Nashville, TN 37203)** for proper handling and crediting to your student account.

PLEASE NOTE: If Vanderbilt needs to bill the donor (outside scholarship source), YOU MUST send the Office of Student Accounts (Box 1671, Station B, Nashville, TN 37235) appropriate written instructions, including the name and address of the donor. If Vanderbilt needs to verify your enrollment, YOU MUST send enrollment verification requests to the University Registrar (PMB 407701, Nashville, TN 37240). Enrollment will be verified by the University Registrar after the first day of classes. **DO NOT SEND BILLING OR ENROLLMENT VERIFICATION REQUESTS TO THE OFFICE OF STUDENT FINANCIAL AID.**

**If either this form or scholarship payment is not received by July 11, 2014, in the Office of Student Financial Aid, you are responsible for full payment of the fall semester bill by August 13, 2014. We must receive notification of the scholarship by July 11 to ensure that your August bill will reflect the anticipated scholarship amount. If we receive the notification or the actual funds after July 11, the funds will still be applied to your account whenever they are received. If your account has been paid in full by that time, you may apply for a refund or leave the funds in your account for later use.**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_