



Office of Student Financial Aid & Scholarships  
 PMB 407810  
 2309 West End Avenue  
 Nashville, TN 37240-7810  
 Ofc (615) 322-3591  
 Fax (615) 343-8512  
 Email: [finaid@vanderbilt.edu](mailto:finaid@vanderbilt.edu)

**OUTSIDE SCHOLARSHIP NOTIFICATION FORM**  
 (Do not complete this form if no outside scholarships are forthcoming.)

**Student Name:** \_\_\_\_\_ **Commodore ID #** 000

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

An outside scholarship is often 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 Fall Term	Scholarship Amount Spring Term	Scholarship Amount Summer Term

**Scholarship payments should be sent directly to the address below**

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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.**

**Please submit this form via fax, email or mail as soon as you are aware of receipt of your award. All outside scholarship payments must be received prior to October 1 for the fall term and March 1 for the spring term to avoid late fees. If payment of the outside scholarship is not received, you will be responsible for the full amount due on your student account. You can see if an outside scholarship has post to your account via the billing portal in YES.**

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