



**Outside Scholarship Notification Form**

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

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

An outside scholarship includes but is not limited to an award from a high school, private club, agency, corporation, organization, tuition benefits from a parent employer, or a vocational rehabilitation grant.

**Do not include National Merit, ROTC, or Vanderbilt University Honor Scholarships, state grants, state pre-paid funds or college savings plans funds**

Outside Scholarship Agency Name	Fall Term Amount	Spring Term Amount	Summer Term Amount

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

Office of Student Financial Aid & Scholarships  
 PMB 407810  
 2309 West End Avenue  
 Nashville, TN 37240-7810

**Please NOTE:** If Vanderbilt needs to bill the outside agency, 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 agency. 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 to the Office of Student Financial Aid & Scholarships via fax, email or mail as soon as you are award of receipt of your award. All outside scholarship payments must be received prior to October 1<sup>st</sup> for the fall term and March 1<sup>st</sup> 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 posted to your account via the billing portal in YES.