

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 (current year only)	Award Payment: Annually/By Term

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 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 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** _____