



University Billing

5 Calvin Hall
Iowa City, Iowa 52242
319-335-0071 Fax 319-353-2442
800-943-4557

April 19, 2011

Dear Scholarship Donor:

We are appreciative of your philanthropic endeavors and we thank you for your generous financial support of our students. We would like to take this time to convey to you information on two matters, a modification of University's policy concerning scholarship disbursement as well as a donation option.

Policy Modification

A modification of our policy on disbursing scholarship funds received by the University on behalf of our students will take effect the 2011 fall semester. Below we provide information about how we can handle these funds in a manner we feel is within the spirit of your scholarship and in compliance with IRS rules.

Initial Enrollment Verification

At the time of initial application of the scholarship, we will verify that the student is enrolled full-time for the current academic term or for the number of enrollment hours you specify in the letter received with your scholarship check(s).

- You can contact the student directly for documentation of continued or completed enrollment.
- If a student withdraws from school after he/she has had the scholarship credited/dispensed or changes his or her enrollment hours, you as the donor are responsible for recovering any funds directly from the student.

Application of Scholarship Funds

If the student meets your stated enrollment hour requirement, we will apply your scholarship to any outstanding educational expenses on the student's account. Student accounts reflect charges the University makes for tuition and fees, or housing or other educational related expenses. Please note that we are not able to restrict the application of your funds to specific educational expenses.

- In the absence of written donor instructions the University will apply scholarship checks for the academic year (one-half fall semester and one-half spring semester) and require full-time enrollment.

- If, after application of your scholarship as well as other financial aid, the student's account has been paid in full, the excess funds will be sent to the student.

Need Based Aid

The receipt of your scholarship may result in a revision of need based financial assistance that the student has already been awarded by the University of Iowa Office of Student Financial Aid (OSFA). If this affects the student, the OSFA will inform the student of the revisions.

Contact and Address Information

- The University Billing Office at (319) 335-0071 or (800) 943-4557 or ubill@uiowa.edu (disbursement/application and/or refund policy questions).
- Office of Student Financial Aid at (319) 335-1450 or (800) 553-4692 or financial-aid@uiowa.edu (aid revision, scholarship check entry questions).
- Please mail your scholarship check(s) to: The University of Iowa, Office of Student Financial Aid, 208 Calvin Hall, Iowa City, IA 52242. Please make your check payable to the University of Iowa.

Charitable Donation Option

If you wish to make a charitable gift of a scholarship to support University of Iowa students, or if you would like more information on the distinction between charitable gifts and direct scholarship support to the University, please contact Derek Pendergast, Director of Development for the University of Iowa Foundation at 800-648-6973. The UI Foundation is the channel preferred by the University for private, philanthropic support.

Again, we do appreciate your generous financial support of our students and hope that our procedures will meet with your approval.

Thank you,

University of Iowa Billing Office
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