



THE UNIVERSITY OF IOWA

Office of Student Financial Aid
208 Calvin Hall
Iowa City, Iowa 52242-1315

(319) 335-1450
(800) 553-4692
FAX (319) 335-3060
E-Mail: financial-aid@uiowa.edu

Submitting Scholarship Checks to the University of Iowa

To what address should scholarship checks be mailed?

Mail checks to: The University of Iowa
Office of Student Financial Aid
208 Calvin Hall
Iowa City, IA 52242-1315

The Office of Student Financial Aid (OSFA) is responsible for entering scholarship checks into the University system and verifying student enrollment.

If donors give their checks to students, the students should submit the checks to the Office of Student Financial Aid. **Do not mail checks to the University of Iowa Billing Office or enclose with the University bill payment.** It is preferable that donors make the checks payable to the University of Iowa.

What information is needed on the checks and/or correspondence?

The student's full name and University ID number should be included on the check and/or any correspondence. The student can obtain their University ID number in ISIS (Iowa Student Information Services-<http://isis.uiowa.edu>).

Donors should specify if the scholarship check is to be used for academic year expenses or for only one semester. If the amount of the check is to be used for:

- academic year expenses, the funds will be split and disbursed half in the fall semester and half in the spring.
- one semester (fall, spring or summer), one disbursement will be made for the entire amount.

Donors should specify the students' required number of enrollment hours, if the student is not required to be enrolled full-time (12 or more hours for undergraduate students).

If donor instructions are not provided, we will assume the funds are to be used for the academic year (split in two disbursements) and full-time enrollment will be required.

The donor's name and address should be included so funds may be returned if the student does not enroll.

When should scholarship checks be mailed?

Student University bills are issued on August 1st for the fall semester and January 2nd for the spring semester.

We recommend that scholarship checks be mailed prior to these dates to allow processing time and avoid overdue bills. Students may view their U-bills on ISIS. Click on *Student Records*, under the heading *Finances & Billing*, click on *University Bill*. Students may also print their U-bills if donors require a copy.

How will students receive the scholarship funds?

When the scholarship check is received by OSFA, the student's enrollment hours are verified. The check is entered into the University system and is routed to the University of Iowa Billing Office for disbursement.

The funds will be applied towards all educational expenses on the student's U-bill at the time of processing. The application of scholarship funds will not be restricted to specific educational expenses. If the scholarship funds exceed the student's educational expenses, the excess funds will be disbursed to the student.

Students may view all scholarship, loan and other financial aid disbursements in ISIS. Click on *Student Records*. Under the heading *Financial Aid*, click on *Aid Disbursement*.

Once a scholarship has been disbursed, the student's enrollment status is not monitored. If a student drops courses or withdraws from the University of Iowa after the scholarship has been disbursed, the donor is responsible for recovering, from the student, any funds which may not be allowable under the conditions of their scholarship program. Donors should contact the student for documentation of continued or completed enrollment.

How can students obtain enrollment verification?

After students have registered for courses, they may print their enrollment verification from ISIS and submit it to the donor, if required. Click on *Student Records*. Under the heading *Documentation and Reports*, click on *Verifications*. Use the drop-down box to select *Enrollment Verification* and click *Submit*.

Who to contact if there are questions:

Call the Office of Student Financial Aid, at 319-335-1450; toll free 800-553-4692 or e-mail financial-aid@uiowa.edu.