



## ***REPORTING OUTSIDE SCHOLARSHIPS***

Where should an outside scholarship check be sent?

Checks are to be made payable to Shippensburg University and should include your name and SU ID number, along with any additional documentation, and mailed to:

Shippensburg University  
Student Accounts Office  
1871 Old Main Drive  
Old Main Room 100  
Shippensburg, PA 17257

Can credit for a scholarship be posted if I have an award letter from the scholarship provider?

Yes, the scholarship can be posted to your account as anticipated credit. Mail the award letter to the address above or send by email to [studentaccts@ship.edu](mailto:studentaccts@ship.edu). Please include your name and SU ID number.

How are awards applied to my account?

If the scholarship provider specifies how the scholarship is to be applied, Shippensburg University will follow their instructions. If the award letter does not specify a distribution schedule, SU will split awards equally between the fall and spring semesters.

What should I do if I have a scholarship check which is made out to both me and SU?

If you receive a scholarship check made co-payable to you and SU, endorse (sign) the back of the check before mailing or dropping off to us. Please make sure your name and SU ID number are included on or sent with the check. Checks which are not endorsed cannot be disbursed to your account.

Will my financial aid award be adjusted if I receive a scholarship?

It depends. If our office receives notice at any time that a student is receiving a scholarship or tuition assistance, we are required to reevaluate the original financial aid offered. Although gift aid such as grants and scholarships will not be reduced, in some cases we may replace all or part of a loan and/or work-study award, or need to adjust the amount of subsidized and unsubsidized loan offered to accommodate the scholarship award.

Who do I contact if my scholarship provider has requested an invoice?

All requests for an invoice should be directed to the Student Accounts Office.

Will my renewable outside scholarship be posted automatically each year?

No. Shippensburg University requires that you contact us each year with the scholarship award information.

What happens to my scholarship if I change my enrollment from full-time to part-time or withdraw from the semester?

Since policies vary depending on the donor, the scholarship provider will be contacted to confirm their policy and to determine if funds need to be returned.