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| IUPUI signature | Office of  Student Scholarships |
| 420 University Blvd | Campus Center, Room 264 | Indianapolis, IN 46202 | |
| **Phone:** (317) 274-5516 | **Fax:** (317) 278-3292 | **Web:** www.scholarships.iupui.edu | |

Dear Scholarship Provider,

Please note that all scholarships processed by the IUPUI Office of Student Scholarships are posted as general scholarship awards. A general scholarship is one with no restrictions with regard to its application, allocation, and refund eligibility. A scholarship is posted in this manner if no instruction is included with a scholarship check or if a donor requests it be applied this way. General scholarships may displace other aid in order to comply with Title IV and state funding regulations; however, if a student is only receiving entitlement aid, such as a Pell Grant, and other scholarships, a general scholarship will not reduce the other existing aid. Thus, a student may be awarded over their established Cost of Attendance.

If the scholarship you are submitting is a general award, please complete the following form and submit it with the scholarship payment to the address listed on the form. Please make your scholarship check payable to Indiana University only—a co-payable check will delay processing. The canceled scholarship check serves as your receipt.

If the intent of your scholarship is only to pay tuition and fees, you must contact the IUPUI Office of the Bursar to become a third party sponsor. You can learn more about this process by calling the Bursar at (317) 274-2451 or emailing [sponsor@iupui.edu](mailto:sponsor@iupui.edu).

Thank you for your support of IUPUI students!

IUPUI Office of Student ScholarshipsScholarship Payment Form

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| Student’s Full Name: | | | |  | | | | | | | | | | | | | | | | | | |
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| Student’s 10-digit University ID: | | | | | | | | | |  | | | | | | | | | | | | |
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| Scholarship Donor’s Name, Address, Phone Number, and Email: | | | | | | | | | | | | | | | | | | | | |  | |
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| Name/Title of Scholarship: | | | | | | | |  | | | | | | | | | | | | | | |
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| Amount of Check: | | | $ | | | | | | | | |  | | Check Number: | | | |  | | | | |
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| Please indicate how the funds should be disbursed: | | | | | | | | | | | | | | | | | | | | | | |
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|  | Fall | | | |  |  | | | | | Spring | | | | |  |  | | | Summer | |
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|  | Split equally between Fall and Spring | | | | | | | | | | | | | | | | | | | | | |
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| If additional funds will be sent, please indicate the amount for each semester: | | | | | | | | | | | | | | | | | | | | | | |
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| $ | | Spring | | | | |  | | $ | | | | | | Summer | | | |
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| Name of Person Completing This Form: | | | | | | | | | | | | |  | | | | | | | | | |
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| **Please send this form with the scholarship payment to:** | | | | | | | | | | | | | | | | | | | | | | |
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| IUPUI Office of Student Scholarships  PO Box 6035  Indianapolis, IN 46206-6035 | | | | | | | | | | | | | | | | | | | | | | |

In order for scholarships to credit students’ accounts before their charges are due, we recommend that checks be submitted to the IUPUI Office of Student Scholarships by these dates:

* August 1 for fall semester
* December 1 for spring semester
* April 1 for summer sessions

If this scholarship payment is not for the current academic year, please include additional documentation indicating that the payment is for a previous or future academic year.