Submitting Scholarship Checks to The University of Iowa

To what address and when 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

Do not mail checks to the University of Iowa Billing Office or enclose with the University bill payment.

Student University bills are issued on August 1st for the fall semester and January 2nd for the spring semester. Scholarship checks should be mailed at least two weeks prior to these dates to allow processing time and avoid overdue bills.

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

Submit the check with the completed form on the back of this page.

How will students receive the scholarship funds?

- After checks are recorded by the Office of Student Financial Aid, they are routed to the University of Iowa Billing Office for disbursement.

- Funds will be applied toward all contracted charges (tuition, fees, on-campus room and board) on the student’s U-bill at the time of processing. Scholarship funds that exceed the student’s contracted charges will be disbursed to the student. The application of scholarship funds will not be restricted to specific educational expenses.

- After classes have begun, 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.

How can enrollment verification be obtained?

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.

Once a scholarship has been disbursed, the student’s enrollment status is not monitored. Donors should contact the student for documentation of continued or completed enrollment. If a student drops courses or withdraws from the University of Iowa after the scholarship has been disbursed, the donor is responsible for recovering ineligible funds from the student.

How can the tuition, fees, and on-campus room and board charges be verified?

Tuition, fees, and on-campus room and board charges appear on the student’s University Bill (U-bill). Fall semester charges will appear on the August U-bill and spring semester charges will appear on the January U-bill. Students may print their U-bill from ISIS and submit it to the scholarship donor.

Who to contact if there are questions:

Call the Office of Student Financial Aid at 319-335-1450 or e-mail financial-aid@uiowa.edu.
Scholarship Check Submission Form

_______________________________________________________ ______________________________
Student’s Name (please print) UI ID Number

If the check is payable to the student (or to the student and the University), the student should endorse (sign) the back of the check.

Full Name of Scholarship: _________________________________________________________

Total Amount of 2013-2014 Scholarship: $______________

☐ The enclosed check is for the entire amount of this 2013-2014 scholarship.

☐ The enclosed check is for half of the 2013-2014 scholarship. Another check will be sent to the University of Iowa for the second half of the scholarship.

Required Number of Enrollment Hours
(specify the enrollment status required for the student to receive these scholarship funds)

☐ Full-Time (12 or more hours)

☐ Half-Time (6 – 11 hours)

☐ Less Than Half-Time (5 hours or less)

Scholarship Contact:

_______________________________________________   __________________________________________
Name Email Address Telephone Number

_______________________________________________________________________________________________
Street Address City State ZIP

Office Use Only

Mnemonic used for entry: _____________________ Entered by: ________

☐ Recipient is a student-athlete, route to Cindy