May 3, 2016

Dear Scholarship Donor:

You are receiving this letter because we have identified you as a scholarship donor of our students during the last academic year. 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: 1) a modification of the University’s policy concerning scholarship disbursement and 2) 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 starting with the 2016 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 funds, we will verify that the student is enrolled 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 the University after he/she has had the scholarship credited/disbursed or changes his/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 hours requirement, we will apply your scholarship to any outstanding educational expenses on the student’s University account. Student University accounts reflect charges for tuition and fees, 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 funds for the academic year (one-half in the fall semester and one-half in the spring semester)
- If, after the application of scholarship funds as well as other financial aid, the student’s University 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

➢ Please contact the University Billing Office at (319) 335-0071 or (800) 943-4557 or ubill@uiowa.edu with questions about the following:
  ✓ Disbursement/application of funds
  ✓ Refund policy questions
  ✓ Scholarship check entry questions

➢ Please contact the University Office of Student Financial Aid at (319) 335-1450 or (800) 553-4692 or financial-aid@uiowa.edu with questions about the following:
  ✓ Aid revisions

➢ Please make your check(s) payable to the University of Iowa

➢ Please mail your scholarship check(s) to:
  The University of Iowa
  Billing Office
  5 Calvin Hall
  Iowa City, IA 52242

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 319-467-3684. 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,

The University of Iowa Billing Office
(319) 335-0071
(800) 943-4557
ubill@uiowa.edu