

## Submitting Scholarship Checks to The University of Iowa

### Where and when should scholarship checks be sent?

Mail checks to: UI Service Center  
University Billing  
2700 University Capitol Centre  
Iowa City, IA 52242

**Do not** mail checks to the University of Iowa's Office of Student Financial Aid or enclose with a University bill payment.

Student University bills (U-bill) are issued on August 1st for the Fall semester and January 2nd for the Spring semester. Submit checks prior to these dates when possible to allow for processing time and to prevent the check from stale-dating.

### What should be sent with the check?

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

### How will students receive the scholarship funds?

After checks are received and recorded, funds will be applied in full toward the following contracted charges as they appear on the student's U-bill at the time of processing: tuition, fees, on-campus room and board. Any scholarship funds left over after the charges listed above have been paid, will be given to the student. The application of 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 MyUI. Click on *Financial Aid & Billing* and under the heading *Finances & Billing*, click on *Aid Disbursement*.

### How can enrollment verification be obtained?

After students have registered for courses, they may print their enrollment verification from MyUI and submit it to the donor, if required. Click on *Student Information*, then under the heading *Documentation & 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 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 MyUI and submit it to the scholarship donor.

### What steps must a student-athlete follow if receiving non-institutional scholarships?

A ***Student-Athlete Financial Award (SAFA) form*** is mailed to all newly admitted student-athletes in the summer. The SAFA form must be completed by the student and the scholarship selection committee whenever a student is awarded a non-University of Iowa scholarship.

### Return the SAFA form to Athletic Compliance

Staff from the Office of Student Financial Aid and Athletic Compliance will review the award according to NCAA Bylaw 15. If NCAA rules allow the student to accept the scholarship, it is credited to the student account when the scholarship check arrives. In some cases, the student-athlete is ineligible to accept the monetary award associated with the scholarship. The donor and student are notified and, if applicable, the check is returned. However, the student may still accept any publicity and/or honorary recognition associated with the award.

### Who to contact if there are questions:

Call the Billing Office at 319-335-0071 or e-mail [ubill@uiowa.edu](mailto:ubill@uiowa.edu)  
<http://ubill.fo.uiowa.edu>

# 2019-2020 Scholarship Check Submission Form

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
University 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 check:** \_\_\_\_\_

**Total amount for 2019-2020 Academic Year:**

**Please indicate which semester(s) you would like the student to receive funds:**

☐ Summer 2019 semester

☐ Fall 2019 semester

☐ Spring 2020 semester

**Does the scholarship require the student to be enrolled full time (12 credit hours) each semester?**

☐ YES, the student can only receive the funds if they are enrolled full time for each semester selected above

☐ NO, the student does not need to be enrolled full time to receive the funds

**Donor Contact:**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Check #

**Check(s) should be mailed to or dropped off at:**

UI Service Center  
University Billing  
2700 University Capitol Centre  
Iowa City, IA 52242