



UI Service Center

University Billing
2700 UCC
Iowa City, Iowa 52242
319-335-0071 Fax 319-353-2442
800-943-4557

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) the University's policy concerning scholarship disbursement and 2) a donation option.

Enrollment Verification

Enrollment requirements specified with the scholarship will only be verified at the beginning of the semester

- You can contact the student directly for documentation of continued or completed enrollment
- If a student withdraws from the University after they have had the scholarship credited/disbursed or changes their 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 will not 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 been awarded by the Office of Student Financial Aid (OSFA). If this affects the student, the OSFA will inform the student of the revisions.

Contact and Address Information

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 make your check(s) payable to the University of Iowa and mail your scholarship check(s), along with the [Scholarship Check Submission Form](#) to:

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2700 University Capitol Centre
Iowa City, IA 52242

*The *Scholarship Check Submission Form* can be found on our website at:

<https://ubill.fo.uiowa.edu/forms-and-waivers>

Contact the 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

University of Iowa Foundation

The University of Iowa Foundation works with donors to provide scholarships to students. If you would like information about how the foundation works with donors, or if you would like more information on the distinction between charitable gifts and direct scholarship support to the University, please contact Duff Ridgeway, Executive Director of Development Regional Gifts, Main Campus for the University of Iowa Foundation at 319-467-3486. 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,

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