



## **University Billing**

2700 University Capitol Centre  
Iowa City, Iowa 52242

ubill@uiowa.edu  
(319)335-0071 | (800)943-4557 (toll free)  
(319)353-2442 (fax)

## **Policy on Scholarship Disbursement**

Dear Scholarship Administrator,

On behalf of the University of Iowa, we extend our deepest gratitude for your generous scholarship donation. Your support plays a crucial role in empowering our students to achieve their academic and professional aspirations. We would also like to take this opportunity to inform you of the university's policy on scholarship disbursement and donation options.

### **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 the student's University account is paid in full after the application of scholarship funds and other financial aid, any 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](mailto: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

Contact the [Office of Student Financial Aid](#) at 319-335-1450 or 800-553-4692 or [financialaid@uiowa.edu](mailto:financialaid@uiowa.edu) with questions about the following:

- Aid Revisions

## University of Iowa Center for Advancement

The University of Iowa Center for Advancement works with donors to provide scholarships to students. If you would like information about how the UI Center for Advancement 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 Sam Crow, Executive Director of Development, Regional Giving at 319-467-3843. The UI Center for Advancement is the channel preferred by the University for private, philanthropic support.

Thank you once again for your invaluable contribution to our students' education and future success.

Sincerely,

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