Outside Scholarship Form

To avoid paying tuition and fees before any scholarship is posted to your account, please submit this form with the **scholarship award letter** to Oakton College a minimum of 10 business days prior to your tuition bill due date. Providing all the information will ensure timely disbursements of a private scholarship to your account.

SECTION I - Student and Donor Information

Please print all information.

Student Information (Required)

Student Name _____ Student ID Number _____

Email_____ Phone Number_____

Donor (required)
The donor may be required to assist you in submitting this information.
For scholarships that exceed $1500, the student will be required to provide a W9 with the outside scholarship form.

Scholarship Name_____

Donor Contact Person_____Telephone_____

Donor Mailing Address_____
                    Street   City   State   Zip Code
Donor Tax ID Number _____

SECTION II - Submitting a Scholarship Check

Complete this section only when attaching a scholarship check to the form *(please staple)*. **If the check is jointly payable to yourself and the College, endorse the back of the check** *before* **attaching it to the form.**

Invalid checks (90 days after issue date) will not be accepted. If an invalid check is inadvertently accepted, it will be returned to you. It is your responsibility to contact the donor and obtain an updated check.

Date of check: _____ $ Amount of Check: _____ For checks $1500 or more, attach W9 form.

<u>Semester for which the scholarship is designated (if applicable):</u>

(Fall/Spring 20_____ - 20_____) Fall 20 _____ Spring 20 _____ Summer 20 _____

NOTE: Once a student has not taken an Oakton course for one-year, remaining scholarship funds will be returned to the donor. If your scholarship covers book purchases, and you plan to obtain a book voucher, make sure that Oakton has received this form and the scholarship check *before* you request the voucher.

SECTION III - Requesting Enrollment Verification

I hereby authorize the Office of Student Financial Assistance at Oakton College to provide information regarding my enrollment to the scholarship donor listed in Section I.

Student Signature _____

Date _____

Oakton College