



## Outside Scholarship Form

Date \_\_\_\_\_ Semester(s) \_\_\_\_\_ Year(s) \_\_\_\_\_

Please read instructions on back before completing form.

### SECTION I

#### Student and Donor Information

Student Name \_\_\_\_\_  
LAST FIRST MI

Soc. Sec. No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ or Student ID No. **BO** \_\_\_\_\_

Address \_\_\_\_\_  
STREET CITY STATE/ZIP

Daytime Telephone \_\_\_\_\_ E-mail address \_\_\_\_\_

#### Donor

Scholarship name \_\_\_\_\_

Organization's Tax ID Number \_\_\_\_\_

Contact person \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing address \_\_\_\_\_

Total award for academic year \$ \_\_\_\_\_

### SECTION II

Complete this section if submitting a check.

Date of check \_\_\_\_\_ Amount of check \$ \_\_\_\_\_

If this check is made payable to you *and* Oakton Community College, endorse the back of the check before attaching it to this form.

#### Requesting Enrollment Verification

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

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

# Instructions for Completing Outside Scholarship Form

## SECTION I - Student and Donor Information

**Complete this section when reporting a scholarship, submitting a check, or requesting verification of enrollment.**

Student name, Social Security Number: **required** information so that we can report/apply the scholarship to the correct student account.

E-mail address: Requested so that we may contact you if we have a question concerning the form.

Scholarship sponsor's, scholarship name (if different from donor): Requested so that we can keep track of what scholarships you have received.

Contact person, telephone number, mailing address so that we may consult with the scholarship sponsor if a question arises concerning the outside scholarship. The donor may assist you in submitting this information.

Total award for academic year or the amount on the check being sent to Oakton Community College.

**Please attach copy of the scholarship award letter to this form before turning in to the Office of Student Financial Assistance at Oakton Community College.**

## SECTION II - Submitting a Check

**Complete this section only when attaching a check to the form (please staple check to the form).**

If the check is jointly payable to both yourself and the College, endorse the back of the check before attaching it to the form.

Following all of the above procedures ensures timely disbursements of awarded scholarships to the student's account.

To avoid paying tuition and fees before the scholarship is posted to your account, have the completed **Outside Scholarship Form** and **Scholarship Award Letter** submitted to Oakton Community College 10 business days prior to your tuition bill due date.

If you would like to receive a book voucher (if scholarship allows the purchase of books), make sure that the **Outside Scholarship Form** and the **check** have been received by Oakton before you request the book voucher.