

Outside Scholarship Processing

A How-to-Guide

Outside scholarships, or private scholarships, are from sources other than Seattle University, the state, or federal government. Students who earn outside scholarships must report them to Student Financial Services (SFS) to ensure compliance with federal and institutional regulations and allow for any necessary adjustments.

What To Do If You Have Received an Outside Scholarship

- Report the amount of the scholarship for the entire 9-month academic year, even if it will be sent in separate payments.
- Unless otherwise specified by the organization/donor, scholarship checks over \$500 will be divided evenly between the fall, winter and spring quarters and checks less than \$500 will be applied in full to the quarter in which they are received by SFS.
- Scholarship checks should be made payable to "Seattle University" with the student's name and SUID number clearly noted and mailed to SFS.
- If a donor has specific instructions for how the scholarship should be applied, please have them submit that information along with the scholarship check.
- If SFS receives a check from an outside scholarship donor that is made payable to the student or to Seattle University and the student, it will require the student's endorsement. A request will be sent to the student's SU e-mail address asking them to come to SFS to sign the check.
- If the scholarship check is sent to the student rather than to Seattle University, the student must notify SFS of the amount of the scholarship as soon as it is known.

If the scholarship donors require enrollment verification or billing information:

- If the donor requires enrollment verification, the student may print the verification document through mySeattleU by navigating to the 'Students Menu' and under the 'Academic Profile' section selecting 'Enrollment Verification'. Be sure to then select 'Real Time Verification' to view a document that students can save as PDF or print.

STUDENT FINANCIAL SERVICES

Division of Enrollment Services
901 12th Avenue|P.O. Box 222000|Seattle, WA 98122-1090
www.seattleu.edu/sfs|Phone: 206-220-8020|Fax: 206-296-5755

SEATTLE UNIVERSITY

- If the donor requires that Seattle University bill them prior to releasing the scholarship funds, please provide:
 - The student's written permission for SFS to provide the requested billing information
 - The name of the donor and/or contact person
 - The address where the invoice should be mailed
 - Any instructions the donor has given about what should be included on the invoice
 - Whether the donor needs quarterly invoices or a single invoice for the entire year

After your Outside Scholarship is received:

Once SFS receives scholarship funds, the scholarship will be added to the financial aid award. On the award letter these scholarships are labeled "Private Outside Scholarship". If the student has received a scholarship from an outside donor that is not included in their award letter, they should notify SFS as soon as possible so it will be considered when determining eligibility for other financial aid and revising the award if necessary.

SFS Mailing Address:

Seattle University
ATTN: Student Financial Services
901 12th Avenue
PO Box 222000
Seattle, WA 98122

To learn more and find outside scholarships visit:



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