



2024-2025

## Outside Scholarship Notification Form

Please complete this form only if you are receiving a scholarship from a source other than Marywood University.

Student Name: \_\_\_\_\_

Marywood ID: \_\_\_\_\_

Scholarship documentation, such as a notification letter, can be attached to this document in lieu of completing this section **provided it contains all of the requested information.**

**Note:** Please provide a separate form for each outside scholarship received.

Name of Scholarship: \_\_\_\_\_

Name of Scholarship Donor: \_\_\_\_\_

Award Amount for 2024-2025 Academic year: \_\_\_\_\_

Donor Contact Person: \_\_\_\_\_

Donor Phone Number: \_\_\_\_\_

Donor Fax Number: \_\_\_\_\_

Donor Address: \_\_\_\_\_

Donor City, State, Zip: \_\_\_\_\_

Donor Email Address: \_\_\_\_\_

### Scholarship Donor Requests

If your Scholarship Donor requires financial information, a verification of your enrollment, and/or an invoice from Marywood University, please attach a copy of your scholarship offer letter, a written request or a donor-generated form. **Note:** Transcript requests must be made directly to the Registrar's Office.

### Certification and Privacy Release

I certify that the information reported on this form is complete and correct to the best of my knowledge. Should any information change, I will notify the Office of Financial Aid immediately. I give the Office of Financial Aid permission to discuss and/or release academic and financial data to the donor listed above.

**Note:** If you have already received an aid package and this award was not included, your eligibility for federal, state and institutional aid will be reevaluated. In compliance with federal and state regulations and institutional police, your aid package may be revised. You will be notified if a revision is made.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Financial Aid  
Marywood University  
2300 Adams Avenue  
Scranton, PA 18509  
FAX: 570-961-4589

## Important Information for Student and Scholarship Donor

- ✓ Please make the scholarship payable to Marywood University.
- ✓ Scholarship checks should include the student's name and other identifying information such as a mailing address. Please do not use a social security number.
- ✓ Scholarship checks should be mailed to the following address:

Office of Financial Aid  
Marywood University  
2300 Adams Avenue  
Scranton, PA 18509

- ✓ Our office does not send written confirmation of checks received. The student can verify receipt of funds by checking their student account on-line.
- ✓ Our policy is to disburse funds equally between the fall and spring semesters. However, if the scholarship donor prefers full disbursement to one particular semester, the donor should indicate this on the check or in a cover letter. The directive must come from the donor.
- ✓ If the scholarship donor requires an invoice or verification of enrollment before sending funding to Marywood University, we can only provide that information if the student authorizes us to do so.
- ✓ The student is responsible for reporting all financial assistance received to the Financial Aid Office.
- ✓ Scholarship awards are calculated as a resource in determining a student's eligibility for federal, state and institutional financial assistance.