Donor Scholarship Guidelines

1. Scholarship checks, along with any special instructions, should be mailed to:

   University of Florida
   Office for Student Financial Affairs
   Attn: Disbursements
   P. O. Box 114025
   Gainesville, FL 32611-4025

2. The student’s full name and UFID number (if known) should be on the check.

3. Please enclose a letter that includes the following donor information and instructions:
   a. The term in which the funds are to be disbursed (Fall, Spring, Summer A or Summer B; split evenly fall/spring, etc.)
   b. Donor name, address, tax ID number, contact phone number and an e-mail address (if available) in case a refund to donor is required in the event the student withdraws before receiving the funds or does not enroll.
   c. Whether you require fulltime enrollment status (undergraduate -12 hours; graduate 9 hours) or if it is okay to pay the student with less than fulltime enrollment.

4. Checks can be made payable to one of the following:
   a. The University of Florida (preferable)
      A check made payable to the University of Florida (UF) is placed on deposit with the accounting office in University Financial Services (UFS). Any fees owed to UF will be deducted and excess funds made available to the student via direct deposit or a check mailed to their local address, within 5 to 10 days after drop/add or receipt of the check.
   b. The student and the University of Florida
      If a check is made payable to the student and UF jointly, and the check has not been endorsed by the student, UF will endorse the check. The endorsed check will be mailed, with instructions, to the student’s local address within 5 to 10 days after drop/add or receipt of check. If a check is made payable to the student and UF jointly, and the check has been endorsed by the student, it is then endorsed by UF and is placed on deposit with the accounting office in University Financial Services (UFS). Any fees owed to UF will be deducted and excess funds made available to the student via direct deposit or a check mailed to their local address, within 5 to 10 days after drop/add or receipt of the check.
   c. The student
      A check made payable to the student is processed through the disbursement area in Student Financial Affairs (SFA). The check is mailed, with instructions, to the student’s local address within 5 to 10 days after drop/add or receipt of the check.

5. An acknowledgement for receipt of scholarship check(s) will be mailed to the donor.
   Please review for accuracy and notify our office if disbursement terms do not match donor intent.

6. If enrollment verification or an academic transcript is required, it is the responsibility of the student to request this information from the Office of the University Registrar.

7. If you are awarding a tuition/fee only scholarship and require an invoice, please contact:

   University Financial Services
   P. O. Box 114050
   Gainesville, FL 32611-4050  Phone: (352) 392-9545