

Division of Enrollment Management
Office for Student Financial Affairs

S107 Criser Hall
PO Box 114025
Gainesville, FL 32611-4025
352-392-1275/392-1275 TDD
352-392-2861 Fax
www.sfa.ufl.edu

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 (including middle name or initial when possible) and UFID number (if known) should be on the check. For privacy purposes, please do not include Social Security Number.

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 between 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 University Bursar's (UB) accounting office. 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 University Bursar's (UB) accounting office. 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.

NOTE: A joint check that has not been endorsed by the student will be disbursed all in one semester; it cannot be split between multiple semesters

- c. **The student**
A check made payable to the student but mailed directly to UF without endorsement, 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 that UF received the scholarship check(s) will be mailed to the donor.

Please review for accuracy and notify our office only if errors are discovered in disbursement terms or amounts.

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

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

University Bursar
P. O. Box 114050
Gainesville, FL 32611-4050 Phone: (352) 392-9545 www.fa.ufl.edu/bursar askbursar@admin.ufl.edu