Donor Scholarship Guidelines

1. Scholarship checks, along with special instructions, should be mailed to:
   University of Florida
   Office for Student Financial Affairs
   Attn: Disbursements
   PO 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 the following donor information and instructions:
   a. 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.
   b. Whether you require full-time enrollment status (undergraduate-12 hours; graduate-9 hours) or if it is okay to pay the student with less than full-time enrollment.
   c. Whether or not the student will be receiving a subsequent check for the Spring term. Without this distinction, all checks will be divided evenly across the academic award period. The ONLY EXCEPTIONS will be if the scholarship award is designated for Summer or the student is graduating in the Fall term, therefore not attending the full academic year.

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 with no student endorsement, UF will contact the student to come in to the financial aid office to endorse the check. Once the student has done this, UF will process the check like above Payable to Option “a.”
   c. The student
      If a check is made payable to the student only and there is no student endorsement, UF will contact the student to come in to the financial aid office to endorse the check. Once the student has done this, UF will process the check like above Payable to Option “a.”

   NOTE: Extremely rare exceptions will be made for “b” and “c” endorsement rules. Only OUT OF STATE students will be sent their check if enrolled in required credit hours. UF will endorse the check (as applicable) and mail it with instructions to the student’s local address within 5 to 10 days after drop/add or receipt of the check. This scholarship award will be considered as disbursed all in one semester; it cannot be split between multiple semesters.

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