

Division of Enrollment Management  
Office of Student Financial Aid and Scholarships

S-107 Criser Hall  
PO Box 114025  
Gainesville, FL 32611-4025  
352-392-1275 Phone  
352-392-2861 Fax  
www.sfa.ufl.edu

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

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

**\*\*For FedEx or overnight delivery, omit the PO Box number and add our physical address of S-317 Criser Hall.**

**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. 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. Term in which the funds are to be disbursed (Fall, Spring, Summer; split evenly between Fall/Spring). If your check is received without a term differentiation, our processing default will split the scholarship award evenly between the Fall & Spring semesters.

**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 contact the student to endorse the check. Once the student comes in or if UF receives the check endorsed, it is then 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.
- c. **The student**  
If a check is made payable to the student only and the check **has not** been endorsed by the student, UF will contact the student to endorse the check. It will be deposited with the University Bursar's (UB) accounting office.

**NOTE: If not endorsed by the student the scholarship check will be mailed to the student and the 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.**

**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