



Submitting Third Party Scholarship Checks to Shiloh University

Where and when should scholarship checks be sent?

Checks should be mailed to: Billing Office, Shiloh University, 100 Shiloh Drive, Kalona, IA 52247

Students should submit their checks as soon as received to ensure that they are correctly applied to the trimester/academic year intended by the scholarship donor. Scholarships funds intended for specific trimester costs should ideally be received by the following dates: Fall Trimester, August 15; Spring Trimester, December 15; Summer Trimester, April 15.

What should be sent with the check?

Submit the check with this completed form (only page 2 required). If check is payable to the student or to both the student and University, please endorse (sign) the back of the check. Also provide any documentation provided by the scholarship donor detailing how and when funds are to be used.

How will students receive the scholarship funds?

After checks are received, funds will be applied to the student's account. These funds will first be applied to any educational expenses on the student's account (tuition and educational fees). Then, any excess funds will be given to the student via direct deposit (set up using the student [Authorization for Direct Deposit form](#)) or by check. The application of funds will not be restricted to only specific educational expenses.

All financial aid, scholarship, and billing activity will be reflected on the student's next Account Statement.

How can enrollment verification be obtained?

Enrollment verification via a current registration card may be requested from financial-aid@shilohuniversity.edu. Note that once a scholarship has been disbursed, the student's enrollment status is not monitored by the University Billing Office. It is the scholarship donor's responsibility to contact the student for documentation of continued or completed enrollment. If a student drops courses or withdraws from the University after the scholarship has been disbursed, the donor is responsible for recovering ineligible funds from the student.

How can tuition and educational fees be verified?

Tuition and educational fees are communicated via student Account Statements which are distributed on a monthly basis for any month that a student has financial activity or an outstanding balance. Trimester-specific charges are included on student's Account Statements as follows: Fall trimester, September Account Statement; Spring trimester, January Account Statement; Summer trimester, May Account Statement.

Who to contact if there are questions?

For billing questions, contact the Billing Office: su-billing@shilohuniversity.edu. For eligibility questions, contact the Financial Aid Office: financial-aid@shilohuniversity.edu.



SHILOH
UNIVERSITY.

**UNIVERSITY BILLING
OFFICE**

2017-2018 Scholarship Check Submission

Student Information

Student ID Number (Required):

First Name:

Middle Initial:

Last Name:

Date (mm/dd/yy):

Email address:

Scholarship Information

Full name of Scholarship:

Total amount of check:

Total amount for the 2017-2018 Academic Year:

Please indicate which trimester(s) you would like the student to receive funds:

Fall 2017

Spring 2018

Summer 2018

Does the scholarship require the student to be enrolled full time (8 credit hours) each semester?

YES, the student can only receive funds if they are enrolled full time for each trimester selected above

NO, the student does not need to be enrolled full time to receive the funds

Donor Contact Information

Company Name:

Contact Name:

Mailing address...Street:

City:

State:

Postal code:

Country: _____

Email Address:

Phone Number:

Mail completed form and check to: Billing Office, Shiloh University, 100 Shiloh Drive,
Kalona, IA 52247