

## Scholarship Reporting Form Information

- Students must report any scholarships, grants, loans and other types of assistance from various outside sources including their high school, community, civic, and professional associations and other programs. Students should **not** report scholarships received from Virginia Tech colleges, departments, and alumni chapters using this form. These scholarships will be reported directly to the Office of University Scholarships and Financial Aid.
- Please submit this form as soon as you are **notified** of a scholarship or award.
- Please provide the following information to the awarding organization:
  - Checks should be made payable to the “**Treasurer of Virginia Tech**”.
  - The official name of the scholarship should be provided on the check or included with the check.
- **Scholarship checks sent to the student**
  - **If the scholarship check is payable to both Virginia Tech and the student, please complete and submit this form, sign the back of the check and send it to the Office of the University Bursar.**
  - If the scholarship check is payable to the student only, use this form to notify the office of the University Bursar of the scholarship amount. **This form is required, even if the scholarship funds are sent directly to the student.**
- **In order to allow processing time** for credit to appear on the fall semester bill (July 15), the Office of the University Bursar must receive a copy of an official award notification from scholarship sponsors. Award notifications **and payments received after the billing date will be processed in the order they are received and will be available for viewing on the Hokie Spa. All award notifications and payments for fall semester must be received at least one week prior to the August 10<sup>th</sup> payment deadline in order to avoid holds and late fees.**
- New students participating in the **Virginia 529prePAID (VA529)** should send an “Intent to Enroll” form to the Virginia College Savings Plan (VCSP) Office in Richmond. Returning students should already be on the roster of participants the Office of the University Bursar receives in early July for the fall semester. For students using **Virginia Education Savings Trust (inVEST)** funds, **the original** Distribution Request form should be sent to the Virginia College Savings Plan Office **and a copy of the form** should be sent (faxed) to the Office of the University Bursar in order for the pending credit to be applied until payment is received. More information on these programs is available at [this link](#).
- **Failure to report outside assistance could result in reduction or cancellation of financial aid administered by Virginia Tech. Federal and state regulations state that a student cannot receive scholarships and other need-based financial aid in excess of their financial need. Regulations also state that the combined amount of a student’s aid cannot exceed their cost of attendance if the student also receives any institutional, federal, or state aid.**

**If you have questions regarding the billing of your scholarship program**, or your student account, please contact the Office of the University Bursar at (540) 231-6277, or by email at [bursar@vt.edu](mailto:bursar@vt.edu).

**If you have questions regarding your financial aid award**, please contact the Office of University Scholarships and Financial Aid at (540) 231-5179, or by email at [finaid@vt.edu](mailto:finaid@vt.edu).

**SCHOLARSHIP REPORTING FORM**  
 2018-19 Academic Year (Includes summer school 2019)

Student's ID Number \_\_\_\_\_ VT Email: \_\_\_\_\_ Phone \_\_\_\_\_

Student's Full Legal Name: \_\_\_\_\_, \_\_\_\_\_  
 (Please print clearly) Last First Middle

Federal and state regulations require students to report any scholarship, grant, special teacher rate or other assistance received from sources **other than** Virginia Tech. Failure to do so may result in cancellation of any and all aid administered by Virginia Tech. Students should report scholarships awarded regardless of whether the funds have been received; scholarships being renewed from the previous year; and all other sources of assistance not reported on the award notification. If the student knows the award amounts for the full year (all semesters and terms), the amounts should be reported for all semesters and terms. Do not report partial amounts or only one term when awards are for the full year.

This form may be used to report: a scholarship or other third-party program sending funds to Virginia Tech; scholarship and third-party programs expected to be received; and scholarship and third-party programs when funds have been given directly to the student.

**Pending credit for scholarships will not be entered on the student account unless a copy of official documentation from the awarding organization (containing the student name, ID, amount, semesters, and sponsor billing address with contact information) is sent with the reporting form.**

Please use the official name of the scholarship and the awarding organization. A separate form should be completed for each scholarship or award. Please make copies of this form or print additional forms as needed.

Have you received this scholarship in a previous year at Virginia Tech?  Yes  No  
 Is this scholarship eligible for renewal?  Yes  No  
 Will the check be sent directly to Virginia Tech? (If not, please see reporting form instructions on page one)  Yes  No

Official Scholarship Name \_\_\_\_\_ Awarding Organization Billing Address \_\_\_\_\_  
 Official Awarding Organization Name \_\_\_\_\_ Awarding Organization City, State, Zip \_\_\_\_\_  
 Billing Contact Person Name \_\_\_\_\_ Phone and Email of Billing Contact Person \_\_\_\_\_

Amount	Amount	Amount	Amount	Amount
<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>
\$	\$	\$	\$	\$
Fall 2018 (Aug – Dec)	Winter 2018 (Dec-Jan)	Spring 2019 (Jan – May)	Summer 1 2019 (May – June)	Summer 2 2019 (July – Aug)

I certify that the information contained on this form is true and correct to the best of my knowledge.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_  
 Electronic signature is not allowed

**Mailing Instructions** - Please send completed form(s) with award letter(s) to:  
 Office of the University Bursar –Student Services Building, Suite 150, 800 Washington St. SW, Blacksburg, VA 24061  
 Phone: (540) 231-6277 FAX: (540) 231-3238

*(Please Note: Email is not always a secure method of communication and may inadvertently expose your information if misdirected. Virginia Tech suggests using fax, U.S. Postal Service or personal delivery as a more secure method of delivery. If you choose to submit information through email, Virginia Tech will not be responsible for any exposure of data.)*