I am receiving a scholarship from a source other than The University of Toledo. Do I have to do anything to make sure it is credited toward my fees?

Yes, you must notify the Office of Student Financial Aid each year of any outside (non-University) scholarships you expect to receive. The best way to do this is to make a copy of your award letter from each scholarship sponsor (include your name, Rocket number, and the amount awarded) and forward it to FinancialAidScholarship@utoledo.edu or:

The University of Toledo
Scholarship Services, Mail Stop 314
2801 W. Bancroft St
Toledo, OH 43606

Is there a deadline for letting the University know about my scholarship?

The earlier you let us know, the better. Scholarship information received will appear as pending outside aid on your financial aid account.

What should I do if my scholarship does not appear as pending aid on my financial aid account?

We will continue to apply scholarship information on your account as we receive notice from you or the sponsor. If your scholarship information does not appear on your account by July 20th, you may call the Scholarship Office at 419.530.5817 to verify that we have received notice of your award.

How will my scholarship money be distributed to me?

Unless we receive specific instructions from you or the sponsor, scholarships of less than $500 will be applied in full to your fall semester; scholarships of $500 or more will be divided evenly between fall and spring semesters.

Where should the sponsor send the scholarship check?

All scholarship checks are to be sent to Scholarships Services at the above address. Please ask that your name and Rocket number be recorded on each check.

Scholarship Check Designations:

Scholarship checks can be put on student accounts as full-time or part-time, refundable or non-refundable, as indicated by the sponsor. A scholarship is non-refundable when the sponsor indicates that it is to be used for tuition or books, or if any unused funds are to be returned to the sponsor.

Any other questions?

Feel free to call the Scholarship Office at 419.530.5817 or email us at FinancialAidScholarship@utoledo.edu.