

Outside Scholarship FAQ

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 should 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

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 and/or birthday be recorded on each check or included on attached letter to make sure the funds are applied to the correct account in a timely manner.*

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

There is no deadline. The earlier you let us know, the better. Scholarship information received will appear as pending outside aid on your financial aid account. Otherwise, scholarships will be added to your account as they are received.

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. Scholarships will be listed as refundable if the accompanying documentation states the funds can be used for room and board, supplies, or if no instructions are included with the scholarship check. If the donor states the check is to be used for tuition only, tuition and books, or if any unused funds are to be returned, the scholarship will be marked as nonrefundable. For non-refundable scholarships that may also be used for books in addition to student account charges, such as tuition/general fee, donors must designate a specific dollar amount to be transferred to the student's rocket card for use at the book store. The remainder will be applied to the student's University charges.

Any other questions?

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