

## Outside Scholarship Report Form

Please fill out this form completely and return it to the Financial Aid Office *before* the term (semester) in which you are applying. **Please print or type.**

### Student Information

Student Last Name                      First Name                      HSU Student ID (Do **NOT** Use SS#)

### Outside Scholarship Information

Name of Scholarship	Donor Name, Address & Telephone	TOTAL amount of Award per Year	Semester(s) Applied	Will the funds be sent to HSU or to the Student?
<i><b>EXAMPLE:</b> Athletic Booster club Scholarship</i>	<i>Lee High School 1000 Main Street Jones, TX 12345</i>	<i>\$500.00</i>	<i>\$250.00 Fall \$250.00 Spring</i>	<i>HSU</i>

1. It is the policy of HSU to credit all awards equally between the fall and spring semesters ***unless*** otherwise requested. If the award is renewable, a new form should be submitted each year.
2. We cannot credit your award to your student account until the money is received in our office. To ensure credit is issued in a timely manner, please have your donor forward the scholarship check to the address below.
3. If we are required to furnish grade reports or enrollment verification to your donor, the Family Rights and Privacy Act (FRPA) requires that we secure your permission before releasing this information. Please sign the release below.

#### Authorization to Release FRPA Protected Information

*I hereby authorize the HSU Office of the Registrar or the Financial Aid Office to furnish necessary information to my scholarship donor for such time as I remain on the scholarship program(s).*

Signature of Applicant :

Date

Instructions:

- 1.) Make the scholarship check payable to the order of Hardin-Simmons University.
- 2.) List the student's first and last name along with their HSU ID# within the memo of the scholarship check or in an additional communication letter.
- 3.) Indicate if the scholarship check is term specific (EX. Fall Term Only / Fall & Spring).
- 4.) Mail scholarship check and any additional information to the address listed to the right.

**Office of Financial Aid**  
Attn: Scholarship Coordinator  
HSU Box 16050  
Abilene, TX 79698

Phone:(325) 670-1050

Fax: (325) 670-5822

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