BAYLOR
UNIVERSITY

Outside Scholarship Report Form

For Official Use Only

Please complete a separate form for each outside scholarship. Duplicate the form as needed. Along with this form, please send us copies of all correspondence that accompanied your award. Please use a **black** ink pen.

_____
Date

_____
Last Name First Name Middle Initial Student ID#

[1]**Required Scholarship Information**

NAME OF SCHOLARSHIP AWARD:_____

_____

ADDRESS OF DONOR:_____

_____

CONTACT PERSON: _____ **TELEPHONE #:** _____

It is the policy of Baylor to credit all awards for the Fall semester of an academic year unless otherwise requested.

1. Will your donor send the entire award in one check? Yes No
2. Total amount of Award: _____ Amount of first disbursement: _____
3. Are you a Baylor student athlete? Yes No (*if yes then this form is required annually*)
4. Is the scholarship Renewable? Yes No
5. Length of scholarship: One year Two years Three years Four years
6. How many payments per year will you receive? One Two
7. What is the first semester and year you will receive the scholarship? Fall Spring Summer Year? _____
8. Will the check be sent to you? Yes No

Upon receipt of this form, a provisional credit will be applied to your student account unless you are a Baylor student athlete. [2] **Once the scholarship is received, the provisional credit is removed and the scholarship applied. All provisional credits will be cancelled at mid-term. To insure credit is issued in a timely manner, please have the donor forward their check to the following address:**

Baylor University
Cashier's Office
One Bear Place #97048
Waco, TX 76798-7048
Fax # 254-710-2114

[2]**Athletes will not receive credit until the scholarship has been approved by Athletic Compliance and the check has been received by Baylor.**

[1]**If the scholarship donor requires a copy of your grades, it is the responsibility of the student to complete a written request for grades to be mailed, which may be completed in person in the Office of Academic Records or fax a written request with the student's written signature to 254-710-2233. For additional transcript information: www.baylor.edu/registrar/transcripts.**