



BAYLOR UNIVERSITY

For Official Use Only

Outside Scholarship Report Form

Complete a separate form for each outside scholarship and attach copies of all correspondence that accompanied your award. Upon receipt of this form, and if payment is not included, a provisional credit is applied to your student account (*Baylor student athletes are not eligible for credit until the award has been approved by Athletic Compliance.*) Blue or black ink is preferred.

Date _____

Last Name	First Name	Middle Initial	Student ID#
NAME OF SCHOLARSHIP AWARD: _____			
ADDRESS OF DONOR: _____			
CONTACT PERSON: _____		TELEPHONE #: _____	

It is the responsibility of the student to obtain a transcript or verification of enrollment if required by the donor. Request should be directed to the Office of Academic Records. The transcript request form and a complete listing of the information required for any transcript request are available at www.baylor.edu/registrar/.

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

- Will your donor send the entire award in one check? Yes No
- What is the first semester and year you will receive the scholarship? Fall Spring Summer Year: _____
- Total amount of award: _____ Amount of first disbursement: _____
- Are you a Baylor student athlete? Yes No (*This form is required annually for student athletes.*)
- Length of scholarship: One Semester One year Two years Three years Four years
- How many payments per year will you receive? One Two Other: _____
- Will the check be sent to you? Yes No (*To remain eligible for provisional credit, all payments must be forwarded to Baylor.*)
- Did you receive this award while attending another university? Yes No
If yes when? Fall Spring Summer Year? _____

Once scholarship payment is received, the provisional credit will be removed. All provisional credits are 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**

