



Office of Student Financial Aid ? 121 Alfred B. Rollins, Jr. Hall ? Norfolk, VA 23529-0052 ? Phone 757-683-3683 ? Fax 757-683-5920

Dear Friends of Higher Education:

Scholarships are a wonderful way for many students to be able to pursue higher education. Although we, Old Dominion University, process the outside agency scholarships, the scholarship agreement is between the donors and the students. We are only the part of the puzzle that applies the funds to the students' accounts. We are more than willing to accommodate many circumstances; however, the below procedures are those that we have found to be the most efficient in providing students with speedy processing of their funds. Please contact our office if any clarification is needed. Thank you for your generous donations and enabling our students to pursue their education.

Procedures for Outside Agency Scholarship Donors

Once a student of Old Dominion University is awarded a scholarship, please:

1. Notify the student of the scholarship; the student is then to notify Old Dominion University's Scholarship Office of the award
2. On the scholarship check, please write the student's name and social security number
3. Along with the check, attach a letter with the donating agency's contact information such as contact person, phone number, fax number (if applicable), mailing address, and email address. Also indicate which semester the funds are to be applied
4. If the checks are co-payable, please have the students sign the checks before they are sent to Old Dominion University's Scholarship Office, if possible
5. Send check and attached letter to:

Assistant Scholarship Coordinator
Student Financial Aid
121 Rollins Hall
Old Dominion University
Norfolk, VA 23529-0052

6. If the organization requires enrollment verification before remitting the funds, please send us a letter requesting enrollment verification along with the information required in #3
7. Old Dominion University verifies enrollment after the drop/add period of each semester; for the fall – the Tuesday after Labor Day and for the spring – the Tuesday after Martin Luther King, Jr. Day, this coincides with the University's tuition deadlines.

8. After our Registrar's Office provides us with the enrollment verification, we will send you the enrollment verification along with a *Definition of Status Codes* sheet and a *Tuition Rates and Billing Information* sheet

Important Points to Remember When Awarding Students

These items may delay check processing to the student's account:

1. **Sending one check for multiple students** – if feasible for the agency, please provide separate checks for each student; students' enrollment and eligibility circumstances vary, and one student's issues could delay the processing for all the students included on the scholarship check
2. **Sending one check for multiple semesters** – one check for multiple semesters must go through an extended process of funding which can delay check processing
3. **Sending co-payable checks** – if the check is not already signed, the student must visit the Scholarship Office and sign the check before it can be applied to the student's account; It is often inconvenient for the student to sign the check upon arrival and we want to avoid delays wherever possible

Students attending Old Dominion University may access the following information on-line for their convenience:

- Grades
- Unofficial academic transcripts
- Registration & class schedule
- Student account information
- Financial aid award information & eligibility

Again thank you for your generous support of our students and feel free to contact our office if you have any questions or concerns.

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