

# WASHBURN UNIVERSITY

Financial Aid Office

1700 SW College • Topeka, KS 66621

(785) 670-1151 • (785) 670-1079 fax

washburn.edu/financial-aid • [financialaid@washburn.edu](mailto:financialaid@washburn.edu)

## Important Information for Students and Scholarship Donors

- ✓ Please make scholarship checks payable to Washburn University
- ✓ If the check is made payable to you (the student) and Washburn University, please sign the back of the check. If the check is made payable to only to you, on the back sign the check and write below your signature “Pay to the order of Washburn University”.
- ✓ Scholarship checks should include the student’s full name and Washburn ID Number (WIN) in the memo section of the check. If the student has not provided his/her WIN, the donor should include some other identifying factor, such as the home address or the last 4 digits of the student’s social security number. Please do not use the complete SSN.
- ✓ Scholarship checks should be mailed to the following address:  
Washburn University  
Financial Aid Office - Scholarship Coordinator  
1700 SW College Ave  
Topeka, KS 66621
- ✓ If the scholarship donor requires an invoice or verification of enrollment before sending funding to Washburn, please submit your request to the Student One Stop.
- ✓ **Our policy is to disburse funding equally between the fall and spring semesters.** However, if the scholarship donor prefers full disbursement to one particular semester, the donor should indicate on the check or in the cover letter. For example, “Pay all in the Fall” or “Pay all in Spring”. **The directive must come from the donor.**
- ✓ **Our policy is to disburse funding for full time enrollment, 12 credit hours or more.** However, if the scholarship donor does not require full time enrollment, the donor should indicate in a letter their enrollment requirements. For example, “There is not a minimum of credit hours for eligibility” or “Student must be enrolled in at least 6 credit hours”. **The directive must come from the donor.**
- ✓ Scholarship awards are calculated as a resource in determining a student’s eligibility for federal, state and institutional financial assistance.
- ✓ The student is responsible for reporting all financial assistance received or expected to receive to the Financial Aid Office. Directions on how to report outside scholarship resources can be found at [www.washburn.edu/financial-aid-forms](http://www.washburn.edu/financial-aid-forms) under Outside Scholarships - Reporting Outside Scholarships and Resources.
- ✓ If you have a letter for the Outside Scholarship/Resource please submit a copy of the letter to Emily Shaw, Scholarship Coordinator. You can drop it off at the Student One Stop, email: [financialaid@washburn.edu](mailto:financialaid@washburn.edu) or mail to the address above.