ALBRIGHT 1856 Financial Aid

Thirteenth & Bern Streets
P.O. Box 15234
Reading, PA 19612-5234

Telephone 610-921-7515
Fax 610-921-7729
finaid@albright.edu
www.albright.edu

Financial Aid Office

OUTSIDE SCHOLARSHIP STUDENT INFORMATION SHEET

SCHOLARSHIP LETTERS AND CHECKS

Please submit your scholarship letters and checks to the address above or drop them off in person at the Student Accounts office. Letters can also be sent via email finaid@albright.edu. Submitting scholarship letters enables us to apply the award to your student account in a pending status until the check is received from the donor. The letter must be from the donor and should include an amount for the award and the term(s) for which the award should be applied.

The following information is extremely helpful if included in the letter or on the check:

- The student's name (first, last, middle initial) and Albright student ID (if known)
- The name of the scholarship
- Name of the foundation/agency (if applicable) awarding the scholarship
- The amount of the scholarship
- The semester in which the funding should be applied (e.g. fall, spring, or academic year)
- Donor contact information including phone number, address, email address, and name Point of Contact in the event we have questions or if funds need to be returned to the donor/organization
- Checks can be made payable to Albright College and sent directly to the Albright College Student Accounts Office
- If the check is made out to the student, the student must sign the check and submit it to our office so that the funds can be applied to their account

IMPORTANT FINANCIAL AID INFORMATION

Our policy is to split scholarship awards evenly between the fall and spring semesters unless otherwise requested by the donor. This practice helps to ensure that the student's bill is covered for the entire academic year. We encourage donors to split awards evenly to help students avoid struggles with paying their bills in the spring term.

Students, please be aware that the receipt of an outside scholarship may require that other aid on your account be reduced, reallocated, or canceled due to Cost of Attendance (COA) regulations. If a student receives aid that exceeds their COA for the year or exceeds their financial need as determined by the FAFSA, we may be required to adjust some federal, state, and/or institutional aid to keep students within those limits.

Scholarships cannot be applied to specific charges. They are applied to the overall bill at the time of receipt.

RETURN OF SCHOLARSHIP FUNDS

If you decide not to attend, Albright College will return the scholarship funding to the donor/organization.

If you transfer to another university between terms, we will return the remaining unused portion of the fund to the donor/organization. Then, the donor can forward the funds to your new institution.

Once a student has begun attendance in a term, we will only return funds received for future semesters to the scholarship donor.

It is the student's responsibility to ensure they continue to meet the requirements of the scholarship's donor. This includes, but not limited to, reporting changes in enrollment, GPA, SAP status, academic standing, etc.