



**BALL STATE
UNIVERSITY**

OUTSIDE SCHOLARSHIP DONOR FORM
Office of Financial Aid and Scholarships
Lucina Hall 245
Muncie, IN 47306

Please complete this form and submit it each time you send scholarship funds to Ball State University. The information provided will help us accurately administer your funds and follow any specific instructions you may have. **To ensure that scholarships are posted to student accounts by the semester due date, we must receive checks for the academic year and fall semester only by July 1; for spring semester by November 1; and for summer semester by April 1.**

If you require grade transcripts in order to award additional scholarship funds, please request that the student provide this information.

Name of Student

Ball State ID#

Name of Organization/Donor Information

\$ _____
Amount Enclosed

Contact for Organization/Donor

Email Address

Address

City State Zip Code

Fall/Spring (evenly split) Fall Only Spring Only Summer Only

Will additional funds be sent? Yes No If yes, when? _____

Is student receiving funds due to being a student athlete? Yes No

Funds may be used to pay:

- Tuition and fees only (non-refundable)
- Institutional Charges only (Tuition and fees, room/board and non-refundable)
- Any educational expenses tuition, fees and room/board and refunded once all charges have been covered (for books and other non-billable)

Please make checks payable to Ball State University and send to:

Ball State University
Financial Aid and Scholarships
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Muncie, IN 47306