

2022-2023 External/Private Donor Form



Office of Financial Aid

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

This form is meant to provide our institution with information regarding award checks received from external/private donors.

**This form to be completed by the Donor**

- 1. **Student** - Send this form to your donor.
- 2. **Donor** - This form must be included with submission of funds.

*If you do not attend the semester(s) indicated on this form, it is your responsibility to inform the Office of Financial Aid to have your award returned to the donor as promptly as possible. Otherwise, funds will be reviewed/returned after an evaluation of no enrolled hours by the end of the fourth week of classes.*

**Donor Information – Please Print**

Donor Name: \_\_\_\_\_

Donor Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Name of person completing this form: \_\_\_\_\_

**Award Information – Please Print**

This award is for academic year: 20 \_\_\_\_ - 20 \_\_\_\_

Value of Scholarship/Award/Prize: \$\_\_\_\_\_

Funds should apply to:  Fall  Spring  Summer

(if not answered, funds will be split evenly (Fall/Spring semesters))

Funds may be used to pay:

- Tuition and fees only (non-refundable)
- Institutional charges only (Tuition and fees, housing, and non-refundable)  
Housing is restricted to on-campus housing charges only.
- Any educational expenses (refundable to the student)  
Funds will be applied in the following order of application: tuition and fees, housing. Any funding left over will be refunded to the student to purchase books/supplies and other non-billable expenses.

Should funds be returned to the donor if the student withdraws?  YES  NO

*Note: If a student withdraws after the full refund period, award funds may be returned at the donor’s discretion. The process for returning awards can take up to a month.*

Please make your check payable to: **Purdue University Fort Wayne**

Mail checks with this form and other documentation to:

**Purdue University Fort Wayne**  
**Office of Financial Aid, Kettler Hall Room 102**  
**2101 E. Coliseum Blvd, Fort Wayne, IN 46805**