

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 between Fall & Spring)

Funds may be used to pay:

- ☐ Tuition and fees only (overpayment refunded to Donor)
- ☐ Institutional charges only (overpayment refunded to Donor)
- ☐ Any institutional and/or external educational expenses (overpayment refunded to Student)

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