



## Outside Scholarship Policy:

### 1. Where To Send Scholarship Checks:

Cuesta College Financial Aid  
PO Box 8106  
San Luis Obispo, CA 93403

### 2. Make Checks Payable To: Cuesta College

### 3. What To Include With a Scholarship Check:

#### a. Personal Information:

- i. Student's name and Cuesta ID *or* Social Security Number
- ii. Donor's name, address and telephone number

#### b. Specifications:

- i. **Disbursement:** fall only, spring only or academic year (*fall and spring*)
- ii. **Funds:** 2 Options Only...
  1. "For Tuition Only"
  2. "Applicable Toward the Cost of Attendance"

**NOTE:** If "for tuition only" is not stipulated, the check will be applied toward the cost of attendance. Since the costs of books and supplies are highly variable, any check received with a request to limit awards to "tuition, books, and supplies" will be applied in its entirety toward the cost of attendance.

- iii. **Enrollment & GPA:** Specify minimum enrollment and/or GPA required if applicable.

**NOTE:** If enrollment and/or GPA requirements *are not* specified, any enrollment status (*0.5 credits or more*) and GPA will be deemed acceptable.

**NOTE:** Cuesta will verify enrollment and GPA status upon receipt of the check *and* at the beginning of each term *after* grades have been submitted for the prior term.

**4. Scholarship Disbursement:** Unless otherwise stipulated, all outside scholarship checks received that are \$1,000 or less will be disbursed completely during the term in which the check is received. For checks that are more than \$1000, disbursement will be split equally between fall and spring terms of the same academic year. Scholarship funds first pay a student's outstanding charges. After a student's current charges are paid, any resulting credit balance is refunded to the student through the [Bank Mobile](#) refund process.

### 5. Refunds to Scholarship Donors:

- ✓ Once an award has been credited to a student's account in the current semester, the student's enrollment status is not monitored. If a student withdraws from school after he/she has received an award, the donor is responsible for collecting *from the student* any scholarship funds disbursed.
- ✓ If a student withdraws from school *before* he/she received the award (or portion of the award), any non-disbursed funds are refunded back to the donor.
- ✓ If a student has already received tuition assistance (e.g. a Board of Governors Fee Waiver), any checks that have a "tuition only" restriction *will not* be applied to the student's account and will be returned to the donor.

**6. Effects of Scholarships on Other Aid:** The receipt of a private scholarship may result in the reduction or prepayment of need-based financial assistance previously awarded to the student. In accordance with federal regulations, our office is required to monitor whether a student's total financial assistance remains within their financial need-based eligibility. Whenever possible, self-help awards (student loans and work-study funding) are reduced before federal or institution gift assistance.

**7. Disclosure of a Student's Cost of Attendance and Other Financial Aid:** Unless the student has filed a FERPA authorization form that specifically grants the Financial Aid office permission to release their information to the donor, no specific information about the student or the student's account will be shared. General information about the cost of attendance is available on the [Cuesta College Website](#).

**NOTE:** Verification of actual costs of attendance, enrollment status, and/or academic performance must be obtained directly from the student.