



## Private and Community Scholarship Guidelines

The following is pertinent information regarding the processing of private scholarships at the Metropolitan State University of Denver:

**Satisfactory Academic Progress (SAP):** Students must be in good academic standing (minimum 2.0 cumulative GPA and 67% completion rate) for a scholarship to be credited to the student's account. Students who have accumulated more than 180 credit hours are considered ineligible for aid. We will contact donors if students fail to meet SAP standards established by the university. Donors may request that their scholarship funds be returned, or they may authorize disbursement of their funds in writing at that time.

**Disbursement of Funds:** Scholarship checks should be made payable to the Metropolitan State University of Denver and reference the recipient's name(s) and MSU Denver student ID number(s) at the bottom of the check or on a separate letter. *Note: making checks co-payable between the student and the university will delay disbursement of the scholarship funds to the student's account.* Please mail all scholarship checks and related correspondence to:

Metropolitan State University of Denver  
Office of Financial Aid and Scholarships  
Attn: Kelly Findley  
P.O. Box 173362, Campus Box 2  
Denver, CO 80217-3362

Unless otherwise specified by a donor in writing, all scholarship checks will be applied towards the current term in which they are received. If a scholarship is intended to be divided equally between multiple terms, this should be specified in the letter sent from the donor. Also, if subsequent installments are anticipated this should be indicated in the donor's letter, or on the check, so funds can be properly accounted for on the student's account.

**Donor Contacts:** Please provide the full name(s), contact person(s), address and phone number of your organization so that we can contact you if necessary.

**Enrollment Verification Request:** If the student does not enroll, we will return the funds to the donors after census date, which occurs two weeks after the first day of classes each semester. If the donor requires verification of enrollment, please contact the Office of the Registrar.

**Invoice Request:** If the donor requires an invoice before a check can be issued, please contact the Office of the Bursar.

**Payment of Bills:** It is the student's responsibility to pay their bill on time. The Office of Financial Aid and Scholarships will not waive late and service charges on scholarship payments that arrive in our office after the bill due date.

**Request for Transcripts:** If the donor requires grade transcripts at the end of each semester, they should contact the scholarship recipients. It is the responsibility of the student to provide copies of their transcripts to their donors.

**Scholarship Designation Form:** If a scholarship donor does not include a letter concerning the management of their scholarship award and would like to include additional information regarding the award the donor can complete the Scholarship Designation Form (located on the reverse side of this document).



## Scholarship Designation Form

Thank you for supporting our students at Metropolitan State University of Denver. Verification of student enrollment and Satisfactory Academic Progress occur after census for the term(s) when a student is scheduled to receive a payment. If the donor requirements are not met or if the student does not enroll at MSU Denver, scholarship funds will be returned to the donor. This form is meant to assist us in the timely and appropriate disbursement of your funds to the scholarship recipient(s) you have selected.

Scholarship Name (or organization name): \_\_\_\_\_

Name of Student (if multiple please attach a list): \_\_\_\_\_

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Amount: \_\_\_\_\_ Check Number: \_\_\_\_\_

Aid Year: \_\_\_\_\_

*Please check all that apply:*

Another check for this student will be sent for this aid year.

Term \_\_\_\_\_ Amount: \_\_\_\_\_

*This check should be applied to:*

Fall term only (August-December)

Spring term only (January-May)

Split between both fall and spring terms (August-May)

Summer term only (May-July)

*Enrollment Conditions to release check:*

Only release check if student is enrolled full-time (12 credit hours or more)

Okay to release check if student is enrolled in at least half-time (6 or more hours)

Okay to release check is student is enrolled less than half-time

Do not know, please check with my scholarship donor

*Satisfactory Academic Progress (SAP) Conditions to release check:*

Only release check if student is meeting SAP (Has at least a 2.0 GPA and a 67% completion rate)

Okay to release check is student is not meeting SAP

Do not know, please check with my scholarship donor

*Scholarship Sponsor Information:*

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Checks should be made payable to Metropolitan State University of Denver. Please mail check, this form, and/or any additional information regarding donor requests to:

Metropolitan State University of Denver

Office of Financial Aid and Scholarships

Attn: Kelly Findley

Campus Box 2, PO Box 173362

Denver, CO 80217-3362

**Office of Financial Aid and Scholarships**

Campus Box 2 – PO Box 173362 – Denver, CO 80217-3362

Phone: 303-556-8593 – Fax: 303-556-4927

[www.msudenver.edu/financial-aid](http://www.msudenver.edu/financial-aid)