

“Have a scholarship check or will receive a scholarship check and don’t know what to do?”

If you’ve been awarded a scholarship from an outside donor, **Congratulations!** As soon as you learn the great news, let us know.

Donors Action:

- Send us your scholarship funds well in advance (at least 4 weeks) prior to the start of classes in order to have the funds processed and available for you to apply toward your registration bill.
- Make the scholarship **check payable** to **The University of Texas Pan American**
- Mail the scholarship check with a cover letter (including your name, student id, and disbursement instructions) or [Outside Scholarship Donor Form](#) to:

Student Financial Services
Student Services Building Rm. 1.192
University of Texas Pan American
Attn: Scholarship Coordinator
1201 W. University Drive
Edinburg, TX 78541-2999

It is UTPA's policy to **equally divide** external scholarships between fall and spring semesters unless otherwise specified by the donor.

Students Action:

The majority of private donor scholarships are disbursed through the Office of Student Financial Services. In most cases, scholarship donors will send checks directly to our office for processing, but not always. If a donor sends a scholarship check to you and it is *payable to* The University of Texas Pan American or it is **co-payable to you and UTPA**, you should:

- **Endorse it**
- Add your **Student ID** to the face of the check
- **Forward it immediately** (either in person or by mail) to the Office of Student Financial Services.

Hand it directly to one of our front counter advisors. If you're not able to drop off your scholarship check in person, mail it directly to the address mentioned above.

Note: If we receive a scholarship check made co-payable to both you and UTPA we will contact you to come to our office to endorse the check so that we can begin processing your scholarship funds.

Important: We prefer that your donor send us your scholarship check. If your donor mails the funds directly to you, you are required to notify us immediately. This measure will ensure you are in compliance with federal and state regulations and reduce the chances of your having to repay other types of aid (for example, grants and loans).

No credit will be entered in students account before the check arrives. Once the check is received, the Student Financial Services Office will credit the student's UTPA account with the scholarship amount. If agreeable to the donor, the student will receive any remaining monies at disbursement. Disbursement amounts are mailed to the student's billing address.