

**Fort Hays State University
Student Fiscal Services
Community Scholarship Donor Form**

Scholarship Recipient: _____
Last Name First Name MI FHSU ID #

Name of Scholarship _____

Name of Donor _____

Donor Contact Person _____

Address _____

City/State/Zip _____

Phone _____ e-mail _____ Fax _____

Enclosed is a check/money order in the amount of \$_____ to be applied as follows.

\$_____ Fall Semester
\$_____ Spring Semester
\$_____ Summer Semester

This scholarship is intended to be disbursed:

_____ Only if the student is enrolled full-time
_____ No requirements regarding number of credit hours

Where to send Scholarship checks:

Fort Hays State University
Student Fiscal Services - PH317
Attention: Janis Taylor
600 Park Street
Hays, KS 67601-4099

When to send scholarship checks:

In order for scholarships to be credited to a student's account before charges are due, we recommend that checks be submitted to Student Fiscal Services by the following dates.

August 15 for fall semester

December 31 for spring semester

May 15 for summer semester

FHSU cannot defer tuition payments based on scholarship funds that have not been received by Student Fiscal Services.

Important information about scholarships:

- Scholarship donations are accepted in the form of a check or money order which should be made payable to FHSU. Making them co-payable to the student and FHSU delays the processing of the scholarship.
- Scholarship funds will be applied to the student's account which includes tuition & fee charges and residential life charges. The remainder will be disbursed to the student to be used for other educational costs including books, supplies, personal expenses and other costs incurred while attending school.
- Funds are accepted for a maximum of one academic year at a time--Fall, Spring, Summer.
- If a student does not enroll or is not enrolled full-time at the time of disbursement, the funds will be returned to the donor unless the donor has requested that funds be released for less than full-time enrollment.
- Any special donor requirements or notifications, such as signed documents, proof of enrollment, proof of grades, etc. must be handled between the donor and the recipient.
- FHSU is compliant with FERPA regulations.