



# FORT HAYS STATE UNIVERSITY

## STUDENT FISCAL SERVICES

Date: \_\_\_\_\_

Scholarship Recipient: \_\_\_\_\_  
Last Name First Name MI FHSU ID #

Name of Scholarship: \_\_\_\_\_

Name of Donor: \_\_\_\_\_

Donor Contact Person: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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

\$ \_\_\_\_\_ Fall Semester  
\$ \_\_\_\_\_ Spring Semester  
\$ \_\_\_\_\_ Summer Term

**Where to send Scholarship checks:**  
Fort Hays State University  
Student Fiscal Services  
Attention: Community Scholarship  
600 Park Street – PH317  
Hays, KS 67601-4099

This scholarship is intended to be disbursed:  
\_\_\_\_\_ Only if the student is enrolled full-time  
\_\_\_\_\_ No requirements regarding number of credit hours enrolled

**When to send scholarship checks:**

In order for scholarships to be credited to a student's account before charges are due, submit checks to Student Fiscal Services by the following dates:

- July 1 for Fall Semester**
- October 1 for Spring Semester**
- April 1 for Summer Term**

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 "Fort Hays State University." Making checks co-payable to the student and FHSU may cause delays in the processing of the scholarship.
- Scholarship funds will be applied to the student's account which includes tuition and fees, housing charges, and other outstanding FHSU charges. The remainder will be disbursed to the student to be used for other educationally-related costs, such as 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.