

Important Information for Student and Scholarship Donor

To whom should the donor make the check payable?

- ✓ Please make scholarship checks payable to NC State University.

What information should be included on the check?

- ✓ Scholarship checks should include the Student's Name and NC State Student ID # in the memo section of the check.

Where should the scholarship check be mailed?

- ✓ Scholarship checks should be mailed to the following address:
NC State University
Office of Scholarships & Financial Aid
2016 Harris Hall, Campus Box 7302
Raleigh, NC 27695

When should the scholarship check be mailed?

- ✓ Please mail Fall scholarship checks by July 1st and Spring checks by December 1st

Can NCSU send a receipt to the scholarship donor?

- ✓ Due to the volume of checks we receive, we regret that we cannot mail a confirmation of receipt to the student or scholarship donor. Students can verify receipt of funds by checking their student account on line.

How are checks posted?

- ✓ Our policy is to disburse funding equally between the fall and spring semesters. However, if the scholarship donor prefers full disbursement to one particular semester, the donor should indicate this on the check or in a cover letter. For example, "Pay all in fall" or "Pay all in spring."
- ✓ Scholarship awards are calculated as a resource in determining a student's eligibility for federal, state, and institutional financial assistance.

What if the donor needs verification of enrollment or an invoice?

- ✓ If the scholarship donor requires an invoice or verification of enrollment before sending funding to NC State University, we can provide that information only if 1) the student has submitted NC State's Scholarship Notification E-Form granting us permission to release that information or 2) if the student has signed and submitted a donor-generated permission form.
- ✓ Donor requests for an invoice and/or a verification of enrollment should be sent to the following:
NC State University
Office of Scholarships & Financial Aid
2016 Harris Hall, Box 7302
Raleigh, NC 27695
Fax: (919) 515-8422
Email: Financialaid@ncsu.edu

****Note:** [Transcript requests](#) can only be obtained by the Office of Registration & Records.

What is NCSU's Tax ID number?

- ✓ Our Tax ID number is 566000756.

How does the donor obtain a NCSU W-9?

- ✓ Your scholarship counselor can provide you with a copy of NC State University's W-9, if needed.

Additional Student Responsibilities

- ✓ The student is responsible for reporting all financial assistance received or **expected to receive** to the Office of Scholarships and Financial Aid.
- ✓ The student is responsible for understanding all policies at NC State University, policies communicated by the scholarship donor, and how they relate to one another.