

If you are receiving need-based financial aid, external scholarships might cause your award to exceed federal need. In these cases, we are required by federal regulations to either justify additional funding or reduce need-based aid. If you have unusual expenses that would justify the additional funding, please attach an explanation to this notification form.

In the event that we cannot justify additional funding, Concordia's policy is to reduce loans or work study (first Perkins, then Stafford, and lastly work study). Keep in mind, however, that total grant assistance cannot exceed comprehensive fees. Outside scholarships are credited one-half to each semester unless the donor requests in writing that all funds can be credited to either the first or the second semester.

## Reporting Scholarships

If you receive any external scholarships, it is your responsibility to notify the Financial Aid Office immediately. To do so, complete this Scholarship Reporting form. If you receive another external scholarship after turning in this form, please complete this form again.

## Donor Requests

If the scholarship donors request that the college bill them, you can print a copy of your bill on C-Port after July 15, 2012.

If scholarship donors request that enrollment or grades be verified, you can print your schedule and/or your grades from C-Port as they become available.

## Concordia Congregational Matching Scholarship

If you are awarded a congregational scholarship by your church, notification of this scholarship must be received by the Financial Aid Office no later than **Aug. 15, 2012**, to be eligible for the matching scholarship. **Even if the scholarship is for second semester, the deadline is still Aug. 15.**

- It is not acceptable for parents or other relatives to contribute to the Concordia Congregational Matching Scholarship and to designate their relatives as the recipient.
- Concordia will match up to \$1,000 per year for Lutheran congregations and up to \$400 per year for all other congregations.
- Congregational scholarships must be drawn on church checking accounts to be eligible for the match.
- Checks must be submitted directly to Concordia College to qualify for the match.
- Scholarships from organizations outside of the church (for example, Catholic Aid Association and Thrivent for Lutherans) do not qualify for matching funds.

## Canadian Scholarship Checks

Please note that checks drawn from Canadian Banks are charged a Canadian exchange when deposited to the bank. This charge will be deducted from the scholarship. To avoid this fee, you may want to check with your donor to see if scholarship funds can be paid in U.S. dollars.

**Student Information**

Name \_\_\_\_\_ Concordia ID (9 digit) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Date \_\_\_\_\_

**All scholarships will be split equally between fall and spring semesters unless there is written authorization by the donor to disburse the entire scholarship to fall semester.**

Name of Scholarship	Amount for 2012-13	Check Box if Scholarship funds will not be sent until spring semester
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>

All external scholarship checks should be submitted to the Concordia College Financial Aid Office.

Financial Aid Office  
Concordia College  
901 8th St. S.  
Moorhead, MN 56562  
Fax: (218) 299-3025