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The Ohio State University External Resource Guide for Donors/Sponsors and Recipients

STUDENTS: External resources reflected on your status page are estimated based on information from self-reporting, the donor/sponsor, or from the Office of the University Bursar. View your Statement of Account to see if the current term amount has been applied to your bill.

Scholarship Requirements

Enrollment Status:

The donor/sponsor should specify any requirements regarding the student's enrollment status when sending the check. Funds will be applied to the student's account with at least one credit hour of enrollment unless otherwise noted.

Failure to Enroll:

If a student fails to enroll or transfers to another educational institution, the Bursar's Office will return the funds to the donor/sponsor upon the request of either party. Requests should be sent to:

Office of the University Bursar
The Ohio State University
Second Floor
Student Academic Services Building
281 West Lane Avenue
Columbus, OH 43210
Fax: (614) 292-1106
E-mail: bursar@osu.edu

Grades:

It is the student's responsibility to submit a copy of their grade report to the donor/sponsor if required.

Requests for Statement of Account:

Please note, the Bursar's Office does not produce statements (invoices) for donors/sponsors. Specific fee account information, if required, may be obtained from the student who has access to his/her Statement of Account through a secured website. Upon request, the Student Financial Aid Office will send a general letter listing the cost of tuition and other expenses for the semester/year.

Applying External Resources to Student Accounts

Crediting the Student's Account:

Funds will be credited to the student's account once the Bursar's Office has received and processed the check from the donor/sponsor. The funds will be applied in the following priority sequence to the following charges:

1. Tuition and Fees
2. University Housing
3. Other educational expenses

After all university charges have been paid, a refund for the remaining balance will be directly deposited into the student's bank account or mailed to the student's local address.

- External resource funds will not be credited to a student's account until a check from the donor/sponsor has been received.
- External resource funds will be applied to the current semester fee statement, with the exception of the following circumstances:
 1. The donor specifies the semester to which the funds should be credited **or** the student makes a specific request to the Bursar Office **and** there are no donor instructions.
 2. The student already has a large refund for the current semester and there are no donor instructions. Funds will be credited to a future term. The student may send a request to the Bursar's Office for a change in disbursement.
 3. The funds are an amount greater than the cost of one semester and there are no donor instructions. Funds will be split over the terms of attendance. The student may send a request to the Bursar's Office for a change in disbursement.

Important Dates to Remember:

To ensure timely crediting of funds to the student's account, checks should be sent to the Bursar's Office several weeks prior to the first day of classes. Funds reflected on the student's Statement of Account will reduce the student's financial responsibility. ***Please consider the following dates to ensure a timely application of funds to the student's account:***

For Semester	1st Week Of
Summer	April
Autumn	July
Spring	October

External resource funds received after these dates may not be reflected on the student's Statement of Account. ***Funds not received prior to the first day of classes may result in the assessment of late payment fees of up to \$300 to the student's account.***

External Resource Check Information

- ***Checks should be made payable to The Ohio State University for the benefit of the student***

This enables timely processing. Please include the following information in the memo field or on the payment stub: 1) the student's full legal name, including middle initial if available; and 2) the student's OSUID or campus ID (*name.#*).

Checks made payable to the university and the student may result in processing delays due to the required additional endorsement.

- ***One Donor/Sponsor Check is Preferable to Individual Checks for Multiple Recipients***

When you are awarding external resource funds to more than one student, we recommend you send one check for the combined amount. Please include the following information on the payment stub or in an attached memo: 1) a list of the students' full legal names, including middle initials if available; 2) the student's OSUID or campus ID (*name.#*).

- ***Checks should only be sent for one award year***

The Bursar's Office does not hold funds to disburse over future award years. Checks are processed for the current award year only.

- ***Include Student's Full Legal Name and the Student's OSUID or Campus ID (name.#).***

This information is extremely important since there may be more than one student enrolled with the same first and last name. Please include middle initials if available.

- ***Please Send External Resource Checks To:***

**Office of the University Bursar
The Ohio State University
Second Floor
Student Academic Services Building
281 West Lane Avenue
Columbus, OH 43210**

All external resource checks should be sent to the above address in Columbus, even if the student will be attending classes at an extended campus. Checks should not be sent to the address listed at the bottom of the student's Statement of Account. Doing so will only delay the processing of your check(s).

- ***Request for Receipt of External Resource Funds***

The Bursar's Office does not automatically produce receipts for external resource checks. If your canceled check (paper or online) is insufficient for your records, please include a self-addressed, stamped envelope with your written request and mail it to the above address.

- ***External Resource Check Follow-up***

The Bursar's Office generally processes external funds on student accounts within 5 to 10 business days from the date of receipt. This time may increase during peak registration and fee collection times. You may view your Statement of Account online at www.treasurer.ohio-state.edu to verify the receipt of your scholarship(s).

If your external funds do not appear on your account after this time, please contact your sponsor to determine if their check has cleared the bank. If so, the Bursar's Office will require a copy of the front and back of that check to determine who cashed it and how to resolve the matter. If the check has not cleared the bank and is still outstanding after a month, your sponsor may want to stop payment and issue a replacement check.

Please note: mailing an external scholarship check to an address other than Second Floor, Student Academic Services Building will cause delays in crediting the student account.

- ***Special Notes to Scholarship Recipients***

Scholarship recipients: Write to your donor/sponsor(s) to offer thanks for the award(s), if you have not already done so.

Ohio State student-athletes: If you are, or will be an Ohio State student-athlete, NCAA regulations will require you to provide additional information about the agency and selection process for your EXTERNAL RESOURCES to the Office of Student Financial Aid (Athletic Aid), the Office of Athletic Compliance and your head coach. Please be prepared to provide this information upon request.