



OUTSIDE SCHOLARSHIP POLICY

Students may benefit from grants or scholarships received from an organization outside the school such as community-based organizations, nonprofits, or businesses. **Students are required to report outside scholarships to Ashland University's Student Accounts Office.**

Reporting Outside Scholarships

- **Notify the Student Accounts Office in writing (email is sufficient).**
- **Preferred:** Provide a copy of the donor letter.
- **Alternative:** Send an email including the scholarship name, donor's name and award amount.
- Student Accounts will inform the **Financial Aid Office** through an Etrieve form.

Impact on Financial Aid

Outside scholarships are considered "Other Financial Assistance" (OFA) and will be included when determining eligibility for federal, state, and institutional need-based funding.

- A student's existing aid package may be reevaluated or reduced to comply with aid limits.
- Outside scholarship stipulations vary and must be followed to ensure overall aid is packaged correctly and donor requirements are met.
 - If funds are required to go toward a particular cost (e.g. tuition, fees, books, or housing/meals) and aid has already been received covering such costs, funds may be returned to the donor, **or**
 - The student can contact the donor to request a change in the scholarship stipulations. The donor must contact AU in writing with any scholarship stipulation changes.

Financial Aid Adjustments

If outside scholarships cause an existing aid package to exceed cost of attendance (COA), the Financial Aid Office will:

- Reduce **Federal Loans** first.
- Never reduce **Federal Pell Grant** due to the receipt of an outside scholarship.
- If necessary, reduce **scholarships or grants** to comply with federal rules.

If **Ashland University gift aid** has been awarded to a student, then the **total gift aid from all sources** (e.g. AU, federal, state, and outside) cannot exceed the student's billed costs for full-time attendance. If it does, the outside scholarship may be returned to the donor.

Billed costs include:

- **On-campus students:**
 - Tuition (12 or more credit hours)
 - General Fees (activity and campus access)
 - Housing and Meal Plan
- **Off-campus students:**
 - Tuition (12 or more credit hours)
 - General Fees

Receiving Funds

- Donor funds made payable to the student must be forwarded to AU's Student Accounts Office.
- Scholarships are credited to your AU Student Account upon the receipt of funds.
- Gift cards (like gas, grocery store, or bookstore gift cards) given to students without requiring them to meet non-academic conditions, and given for the purpose of helping with their **cost of attendance**:
 - Are considered **financial aid** and must be reported.
 - The **academic department or faculty/staff member** giving the gift must report it.
 - Reporting is done through the **Scholarship Request form** in Etrieve.