



OUTSIDE SCHOLARSHIP POLICY

Students may receive scholarships from organizations outside of Ashland University, such as community groups, nonprofits, employers, or businesses. These are called **outside scholarships** and must be reported to the Financial Aid Office.

Reporting Outside Scholarships

Students must notify the Financial Aid Office if they receive an outside scholarship.

You can report your scholarship in one of the following ways:

- Email the Financial Aid Office
- Provide a copy of the scholarship award letter from the donor
- If you do not have the letter, include the following information in your email:
 - Scholarship name
 - Donor or organization name
 - Award amount

Outside scholarships made payable to the university or to the student should be sent to Ashland University's Financial Aid Office at the address that follows so they can be applied to your aid.

Ashland University
Financial Aid Office
310 Founders Hall
410 College Ave
Ashland, OH 44805

Impact on Financial Aid

Outside scholarships are considered **Other Financial Assistance (OFA)** and must be included when determining your financial aid eligibility.

Because of federal and institutional regulations:

- Your financial aid package may be **reviewed and adjusted** after the scholarship is reported.
- Scholarship requirements from the donor must be followed.

If the scholarship must be used for specific expenses (such as tuition, books, or housing) and those expenses are already covered by other aid:

- The scholarship may need to be **returned to the donor**, or
- The student may contact the donor to request permission to change how the scholarship can be used.

- Any changes to scholarship requirements must be **sent to Ashland University in writing by the donor.**

Financial Aid Adjustments

If your total financial aid exceeds your **Cost of Attendance (COA)**, adjustments may be required.

When adjustments are needed, Ashland University will:

1. Reduce **Federal Direct Loans first**
2. **Federal Pell Grants will not be reduced** due to outside scholarships
3. If necessary, other scholarships or grants may be adjusted to meet federal regulations

If the total **gift aid** (grants and scholarships from all sources) exceeds your **billed costs**, the outside scholarship may need to 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

Gift Cards

Gift cards (such as gas, grocery, or bookstore cards) provided to help with education expenses are considered financial aid and must be reported if:

- They are given without requiring work or services
- They are intended to help with your cost of attendance

If a department or faculty/staff member provides this type of assistance, it must be reported through the **Scholarship Request form in Etrieve.**