HBU
HOUSTON BAPTIST UNIVERSITY

Outside Scholarship Declaration Form

Financial Aid • 7502 Fondren Road • Houston, Texas 77074-3298 • Tel 281-649-3749 • Fax 281-649-3298

Date: _____ **Academic Year:** _____

Name: _____ **ID:** _____

HBU policy requires a student to notify the Financial Aid Office of scholarships that the student receives from groups or organizations external to HBU (i.e., outside scholarships). To facilitate this, this form is provided for use in declaring all outside scholarships that you will receive in the upcoming academic year. If you are receiving only merit scholarships from HBU, there is no need to complete this form. **Please attach to this form the award letters you receive from the donors.**

Name of donor/organization	Amount	Semesters to receive (circle one)			Years remaining for this award (circle one)			
		Fall only	Spring only	Fall & Spring	1	2	3	4
		Fall only	Spring only	Fall & Spring	1	2	3	4
		Fall only	Spring only	Fall & Spring	1	2	3	4
		Fall only	Spring only	Fall & Spring	1	2	3	4
		Fall only	Spring only	Fall & Spring	1	2	3	4
		Fall only	Spring only	Fall & Spring	1	2	3	4

Federal regulations require a university to use outside scholarships as a source of financial aid. Where a financial aid award already exists, outside scholarships must replace a form of financial aid previously awarded when all demonstrated need is met. Outside scholarships will replace existing aid in the order of loans, work study and then institutional need-based grant. They will not replace merit scholarships; however, in no case will the combination of all financial aid exceed the cost-of-attendance for a student.

If you would like to use a different order for replacing these sources of self-help funding, please indicate your preferences using a 1, 2 or 3:

_____Stafford Student Loans _____Stafford Parent Loans _____Work-Study

Reminder: It is solely the responsibility of the student to ensure his or her outside scholarship arrives at HBU in a timely manner. In addition, this form is to be completed every year an outside scholarship is anticipated.

Please return form to: Janet Feng, Financial Aid Office, Atwood 2, Room 113