

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. 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 or via CobberNet (select the Resources tab in the Financial Aid Award Package section of Banner).

Donor Requests

If the scholarship donors request that the college bill them, you can print a copy of your bill on TouchNet after July 15, 2019.

If scholarship donors request that enrollment or grades be verified, you can print your schedule and/or your grades from Banner 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, 2019**, to be eligible for the matching scholarship. **Even if the scholarship is for second semester, the deadline is still Aug. 15.**

- Concordia will match up to \$1,000 per year.
- **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. This is a violation of tax law that can jeopardize nonprofit status for both Concordia and the church. Concordia reserves the right to refuse matching funds if the program is used improperly.**
- Congregational scholarships must be drawn on church checking accounts to be eligible for the match.
- Scholarships from organizations outside of the church (for example, Catholic United Financial 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 2019-20	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
Phone: 218.299.3010
Fax: 218.299.3025