



Office of Financial Aid

Memorandum

To: All Saint Anselm College Students
From: Office of Financial Aid
Re: Outside Scholarships

Per federal regulations, colleges are required to verify that the total financial aid received from all sources does not exceed a student's eligibility for financial aid. Therefore, it is your responsibility to report all outside resources to our Office of Financial Aid in a timely manner.

Outside resources include, but are not limited to:

- Outside Scholarships (Rotary, high school, church, etc.)
- Employer Benefits
- Veteran's Benefits
- ROTC Scholarships
- Outside need-based loans (this does not include Stafford, Perkins, alternative loans, or PLUS loans)

Adjustments will be made to financial aid packages according to the following policy:

Outside resources are first used to meet any unmet need. They are then used to reduce need-based self-help (loans and/or Federal Work Study) and finally gift aid. Any outside resource awarded over the amount of unmet need and self-help may result in a reduction of Saint Anselm need-based grant or scholarship aid.

Note: Federal and state grant revisions will be handled on an individual basis. In general, those grants will replace an equal amount of your Saint Anselm College need-based grant/scholarship. Complete steps 1 through 6 on the back of this form and mail or fax a copy of the completed and signed form to the Office of Financial Aid as soon as possible. If you receive documentation (such as a scholarship letter) regarding your outside resource(s), please forward a copy to the Office of Financial Aid.

Please note: you do not need to send this form if you do not have any outside resources.

If you receive notification of outside resources after you have sent us the completed form, you must notify our office immediately.

OUTSIDE RESOURCES FORM 2009-2010

Please complete steps 1 through 6. Mail or fax a copy of the completed and signed form to the Office of Financial Aid **only if you have outside scholarship/loans to report**. We would appreciate receiving this form as soon as possible so that we may give you an accurate understanding of the resources that are available to you.

If you receive notification of outside resources after you have sent us the completed form, you must notify our office immediately.

1. **Student Name:** (Please Print) _____
Last First MI

2. **Student ID:** _____

3. List any outside resources you will be receiving for the 2009-2010 academic year.

Resource Name	Resource Type	Amount for 2009-2010	Renewable? Yes or No	Disbursed to: Student or Saint Anselm College?
Example: Rotary Scholarship	Outside Scholarship	\$1,000	Yes	Student
Example: ABC University	Employer Benefit	\$4,000	Yes	Saint Anselm College

4. If Outside Resources exceed your unmet need, which form of self-help would you prefer we reduce?
 Check one: need-based loan(s)
 Federal Work Study (do not choose this option if you intend to have a Work Study job)

5. I certify that the amount of my Outside Resource(s) listed above is complete and accurate.

6. **Student Signature:** _____ **Date:** _____