

UNIVERSITYof **HOUSTON**

OFFICE OF SCHOLARSHIPS & FINANCIAL AID

Private Donor Scholarship Check Procedures

Please use the following guidelines to ensure proper processing and posting of scholarship awards offered to students of the University of Houston from private donors.

- Scholarship checks must be made payable to the ***University of Houston***.
If the check is issued to a student or other outside parties, it will cause a delay in the posting of the award to the recipient's account.
- Scholarship donor documentation must also accompany the scholarship check.
Donors are required to include the following information:
 - Recipient's Name
 - Recipient's Student Identification Number (PeopleSoft ID #)
 - Semester(s) in which the funds are to be used
- An official memo written from the organization on company letterhead must be included. The memo should include but, is not limited to:
 - Required enrollment status
 - Eligibility criteria
 - Disbursement conditions

All scholarship checks should be mailed to:

University of Houston
Attn: Scholarships & Financial Aid
PO Box 1426
Houston, TX 77251-1426
