

Scholarship Designation Form

Thank you for supporting our students at Pima Community College. The purpose of this form is to assist us in the timely and appropriate disbursement of your funds to the scholarship recipient(s) you have selected. The Office of Financial Aid and Scholarships will verify the student has met the enrollment requirement prior to the disbursement of the scholarship, which may occur up to 10 days prior to the start of the semester. Any funds paid to the student are non-refundable to the donor after disbursement. Donors should withhold future scholarship disbursements if the student does not meet the donor's requirements after the initial disbursement of funds. If the donor requirements are not met by the student prior to disbursement of funds, or the student does not enroll at Pima Community College we will return the funds to the donor by the term's midpoint.

A. Student Information (Please Print)

Student's Full Name:	PCC Student ID Number: A
<input type="checkbox"/> Check this box if the check includes multiple students and enter additional student information in section E.	
Student's Date of Birth:	Scholarship Check Amount:
Scholarship Check Number:	(If a single check includes funds for multiple students enter the total scholarship amount above.)
Scholarship Name:	

SCHOLARSHIP DISBURSEMENT REQUIREMENTS

B. Academic Term Requirement for Scholarship (Check all that apply)

- Fall Term only (August – December)
- Spring Term only (January – May)
- Summer Term only (May – July)
- Fall and Spring Terms (August – May)
Funds will be split evenly between both terms.
- Another check will be sent for the student during this academic year.
Please indicate the term _____ and the amount _____.

C. Enrollment Requirement for Scholarship

- Release scholarship if student is enrolled in at least a minimum of 1 credit hour or more and the student is eligible to receive a refund to help with other educational expenses at Pima Community College (*MISC01 for internal use*).
- Release scholarship per tribal stipulations (*EXTTRB for internal use*).
- Release scholarship only for the exact amount of tuition and fees at Pima Community College for one term up to the first day of classes. Once funds are disbursed to the student Pima Community College is not responsible for enrollment changes that may result in a refund at a later time (*MISC02 for internal use*).
- Release scholarship only if student is enrolled full time (*12 credit hours or more*) at Pima Community College (*EXTFT for internal use*).

D. Donor Information

Contact Person:	Contact Person's Signature:
Email Address:	Phone Number:
Mailing Address:	City/State/Zip:

E. Additional Student Information (Only complete this section if check includes multiple students.)

Student's Full Name:	PCC Student ID Number: A	Award Amount:
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Student's Full Name:	PCC Student ID Number: A	Award Amount:

External Scholarship Guidelines

The following information relates to the processing of external scholarship funds at Pima Community College.

Disbursement of Funds: Scholarship checks should be made payable to Pima Community College and reference the recipient's name(s) and student ID number(s) at the bottom of the check. *Note: making checks co-payable between the student and the college will delay disbursement of the scholarship funds to the student's account.*

Please mail all scholarship checks and the completed Scholarship Designation form to:

Pima Community College
Attn: Office of Financial Aid and Scholarships
4905 E. Broadway Blvd.
Tucson, AZ 85709-1110
Fax: (520) 206-4566

Please allow 7-10 business days for the funds to be processed and applied to student account balances. Scholarship disbursements may occur one day prior to the start of the term. For specific disbursement dates visit <https://pima.edu/paying-for-college/financial-aid/disbursement-refunds.html>.

Donor Contacts: Please provide the contact person's full name(s), email address, mailing address and phone number of your organization so that we can contact you if necessary.

Enrollment Verification Request: If the student does not enroll, we will return the funds to the donor by the term's midpoint or 45th day after the start of the term. If the donor requires verification of enrollment, the student must petition the enrollment verification through their MyPima student portal and submit to the donor.

Tuition Payments: It is the student's responsibility to pay their bill by the designated due date. The Office of Financial Aid and Scholarships will not waive late and service charges if scholarship funds are received by the college after the tuition due date.

Request for Transcripts: If the donor requires grade transcripts at the end of each semester, they should contact the scholarship recipients. It is the responsibility of the student to provide copies of their transcripts to their donors.

Office of Financial Aid and Scholarship Contact: If a donor has questions about the status of a scholarship check or any other related matter please contact us by email at Scholarships@pima.edu.