

UNIVERSITY OF SOUTH CAROLINA OFFICE OF STUDENT FINANCIAL AID AND SCHOLARSHIPS

How To Utilize Your Non-University Scholarships

Contacting the Financial Aid Office

All scholarship checks and authorizations should be mailed to the address listed below. If you need to contact this office by telephone, you may reach us at (803) 777-8134.

Non-Institutional Scholarship Program
Office of Student Financial Aid and Scholarships
University of South Carolina
1714 College Street
Columbia, SC 29208

Checks Made Payable to USC

Scholarship checks that are made payable to USC should be sent to the above address. Make sure that you include your name, social security number and any award notification correspondence with the check. We need to know any disbursement instructions and often need the donor's name and address. Once the check is received, it will be recorded and made available for you to use towards your fees. Please keep in mind that any checks received by the Office of Student Financial Aid and Scholarships after the following receipt dates will be made available as soon as possible, but may not be available before fee payment. You may check the University's VIP system at <http://vip.sc.edu> for the most up-to-date information.

Checks Made Payable to You and USC

Scholarship checks that are made payable to you and USC must first be endorsed by you and then mailed to the above address. Failure to endorse the check prior to mailing can cause delays in its availability. Make sure that you also include your social security number and any award notification correspondence with the check. We need to know any disbursement instructions and often need the donor's name and address. Once the check is received, it will be recorded and made available for you to use towards your fees. Please keep in mind that any checks received by the Office of Student Financial Aid and Scholarships after the following receipt dates will be made available as soon as

possible, but may not be available before fee payment. You may check the University's VIP system at <http://vip.sc.edu> for the most up-to-date information.

Written Authorizations To Bill or Invoice

If the donor has given you a form that authorizes a scholarship, the form must be sent to the above address. Make sure that you include your name, social security number and any award notification correspondence with the authorization. We need to know any disbursement instructions and often need the donor's name and address. Once the authorization is received, it will be recorded and made available for you to use towards your fees. Please keep in mind that any authorizations received by the Office of Student Financial Aid and Scholarships after the following receipt dates will be made available as soon as possible, but may not be available before fee payment. You may check the University's VIP system at <http://vip.sc.edu> for the most up-to-date information.

Receipt Dates and Fee Payment

If the Office of Student Financial Aid and Scholarships receives your scholarship check or authorization by the dates outlined below, the credit will appear on your University bill. You may visit the University's VIP system at <http://vip.sc.edu> in order to commit your award towards your University charges. In cases where your available financial aid exceeds your charges, you may elect to have your financial aid overage direct deposited into your bank account or mailed to you. To avoid class schedule cancellation, you must pay your fees prior to the semester fee payment deadline. Details regarding fee payment and direct deposit may be obtained by calling the Bursar's Office at (803) 777-4234.

Checks and authorizations received after the following dates will be made available as soon as possible, but may not be available before fee payment.

July 1	Fall Receipt Deadline
November 15	Spring Receipt Deadline
May	Summer I Receipt Deadline
June 1	Summer II Receipt Deadline