

External Donor Award Form

or email to scholarshipfunds@asu.edu

PURPOSE: This form is to provide enrollment and disbursement parameters for external donor award funds.

INSTRUCTIONS: Student sends form to the Donor. **External Donor completes form.** Attach completed form to scholarship check.

Make check payable to Arizona State University.

Funds should be sent 4 - 6 weeks prior to the first day of classes to ensure timely crediting to a student's account.

Fall - July 1

Spring - December 1

Summer - April 1

Student Name: _____ **ASU ID:** _____

Donor Information

Donor Name: _____ **Donor Signature:** _____

Street Address: _____ **Email Address:** _____

City, State, ZIP: _____ **Phone Number:** _____

Award Information

Amount of Funds: \$ _____ **Check/Wire Date:** _____ **Check/Wire Number:** _____

Will additional funds be sent for this academic year?

☐ No ☐ Yes Amount: \$ _____ Semester: _____

Award Parameters

☐ Current Year: 2025-2026 (Aug 2025- Jul 2026) ☐ Prior Year: _____

Semester: ☐ Fall/Spring (Aug - May) ☐ Fall ONLY (Aug - Dec) ☐ Spring ONLY (Jan - May)
☐ Summer ONLY (May - Aug) ☐ Apply to any term as needed ☐ Other: _____

Enrollment Level: (12 credits for undergraduates, 9 credits for graduates to be considered full-time)

☐ Release funds at **full-time** enrollment only

☐ Release funds at **less than full-time** enrollment

Funds may apply to the following:

☐ Direct Costs only (tuition & fees, housing & meals)

☐ Any charges posted

☐ Tuition & Mandatory Fees only

☐ Other: _____

Unused funds should be: ☐ moved to future term ☐ refund to donor ☐ refund to student

Additional comments: _____