

If you are receiving need-based financial aid, external scholarships might cause your award to exceed federal need. In these cases, we are required by federal regulations to either justify additional funding or reduce need-based aid. If you have unusual expenses that would justify the additional funding, please attach an explanation to this notification form.

In the event that we cannot justify additional funding, Concordia's policy is to reduce loans or work study (first Perkins, then Stafford, and lastly work study). Keep in mind, however, that total grant assistance cannot exceed comprehensive fees. Outside scholarships are credited one-half to each semester unless the donor requests in writing that all funds can be credited to either the first or the second semester.

Concordia Congregational Matching Scholarship

If you are awarded a congregational scholarship by your church, notification of this scholarship must be received by the Financial Aid Office no later than **Aug. 15, 2009**, to be eligible for the matching scholarship. **Even if the scholarship is for second semester, the deadline is still Aug. 15.**

- It is not acceptable for parents or other relatives to contribute to the Concordia Congregational Matching Scholarship and to designate their relatives as the recipient.
- Concordia will match up to \$1,000 per year for Lutheran congregations and up to \$400 per year for all other congregations.

Reporting Scholarships

If you receive any external scholarships, it is your responsibility to notify the Financial Aid Office immediately. To do so, complete the attached Scholarship Reporting form and return it to the Financial Aid Office. You may also report the scholarship online on C-Port under the resources/additional information tab. If you receive another external scholarship after turning in this form, please send a note to the Financial Aid Office with this information or report the scholarship online.

Donor Requests

If the scholarship donors request that the college bill them, you can print a copy of your bill on C-Port after July 15, 2009.

If scholarship donors request that enrollment or grades be verified, you can print your schedule and/or your grades from C-Port as they become available.

Student Information

Name _____ Concordia ID (9 digit) _____

Address _____

City _____ State _____ ZIP _____ Date _____

Name of Scholarship

Amount for 2009-10*

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

***All scholarships will be split equally between fall and spring semesters unless specified differently by the donor.**

Signature

Student _____

Date _____

All external scholarship checks should be submitted to the Concordia College Financial Aid Office.

Financial Aid Office
Concordia College
901 8th St. S.
Moorhead, MN 56562
Fax: (218) 299-3025