

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
