

Scholarship Information Guide

Congratulations on your new scholarship! This guide will help you understand the next steps.

When you have been notified about your scholarship award, please take a moment and complete the [Outside Scholarship Reporting Form](#). The information that you provide will help us apply your scholarship to your account. Please note that only scholarships that are coming directly to UNE and are payable only to UNE may be added to your anticipated financial aid before payment is received.

Most students receive a Scholarship Notification when they are awarded a scholarship. You are required to send your notification to the UNE Student Financial Services office. You can provide your scholarship notification to us through our scholarship reporting form above.

Some scholarship checks are sent directly to UNE and are payable only to UNE. In these cases, the student only needs to complete the scholarship form. If the check is sent directly to UNE and is made payable to both the student and UNE, the student will need to come to the SFS office to endorse the check before payment can be made.

A small number of scholarships require UNE to send them an invoice for the awarded scholarship funds. If your scholarship requires it, UNE will send the invoice and will apply the scholarship funds to the account when we receive payment from the scholarship organization.

If the scholarship check is sent directly to the student and is payable to the student, the student can use scholarship funds by making a payment on Touchnet. The check can also be endorsed by the student and made payable to UNE. Contact our office for instructions.

When UNE has received payment for the award amount, your scholarship funds will be applied to your account.