



ROCKY
MOUNTAIN
COLLEGE

External Scholarship Reporting Form

Student Information

Name _____ Date _____

Address _____

If you receive any external scholarships, it is your responsibility to notify the Financial Aid Office by completing the back of this form and returning it to us by August 1st. If you receive additional external scholarship(s) after submitting this form, another form will need to be completed and submitted. If you are receiving federal need-based financial aid, external scholarships might cause your award to exceed your calculated need. In these cases, we are required by law to adjust need-based aid. If this is necessary, it is RMC's policy to reduce work-study first, then Perkins loans, then Direct loans. All scholarships will be split evenly between fall and spring semesters unless the donor specifies in writing that all funds can be credited to either the fall or spring semester.

Please attach copies of documentation (award letter, certificate, etc.) for each scholarship. This is needed to reflect pending aid status for your scholarships on your billing statement. Your statement will be credited for the amount of the scholarship upon receipt of funds. It is your responsibility to follow up with the scholarship providers to ensure that the money is sent to Rocky Mountain College. If scholarship funds are not sent to RMC, you are responsible for paying the balance that remains to the business office.

If the scholarship donors request that the College bill them, you can print a copy of your bill from CampusPortal after July 15th.

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

All external scholarship checks should be submitted to the Rocky Mountain College Financial Aid Office. For speed of processing, please ask the donors to make the check payable to Rocky Mountain College only and write your name in the memo section of the check.

Return this form to:

Rocky Mountain College
Attn: Financial Aid Office
1511 Poly Drive
Billings, MT 59102
Fax: 406.238.7351
Email: finaid@rocky.edu

If you have questions, please call 406.657.1031 or 1.800.877.6259, ext. 1031.

Name of Scholarship _____ Amount \$ _____
Award Period (please circle) Fall/Spring Fall Only Spring Only
Have you or will you personally receive the money for this award? (please circle) Yes No
Is this scholarship renewable? (please circle) Yes No

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Is this scholarship renewable? (please circle) Yes No

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Is this scholarship renewable? (please circle) Yes No

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Is this scholarship renewable? (please circle) Yes No

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Is this scholarship renewable? (please circle) Yes No

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Is this scholarship renewable? (please circle) Yes No