



## **Scholarship Donor Award Procedures**

*"Thank you for supporting students with their education and career goals."*

Dear Scholarship Donor:

If a MiraCosta College student is receiving a scholarship award from you or your organization that you would like administered by the college, please follow the procedures below.

### **Scholarship Check**

Make the scholarship check payable to **MiraCosta College**

- List the student's name and MiraCosta College student ID# on the check.
- If the student's ID# is unknown, list the last four digits of their Social Security number or date of birth on the check.

### **Cover Letter**

A cover letter with the scholarship check is very helpful on how we can assist the student. Please include the following information:

- Student's name and MiraCosta College student ID#
- Scholarship name and Donor contact information
- Terms of the scholarship disbursement, which may include:
  - scholarship can be used for: tuition, fees, books, supplies, computer, transportation, etc.
  - scholarship balance may be disbursed to the student or returned to the donor
  - enrolled half-time (6 units) or full-time (12 units)

#### **Mailing Address**

MiraCosta College  
Attn: Scholarship Office 3A  
One Barnard Drive  
Oceanside, CA 92056-3899

#### **Contact Information**

Diane Danielewicz  
Financial Aid/Scholarship Specialist  
[ddanielewicz@miracosta.edu](mailto:ddanielewicz@miracosta.edu)  
(760) 795-6751

### **How the Scholarship check is handled**

- The scholarship check is deposited into a MiraCosta College Scholarship Trust Account in the student's name, and the funds are disbursed through the Scholarship office
- When a scholarship check is received, the Scholarship Specialist contacts the student and arranges a time to meet to discuss the terms and disbursement of the scholarship
- If the student fails to enroll, is no longer attending MiraCosta College, and is not in contact with the Scholarship office, the balance is returned to the Donor.

### **How a Scholarship may affect a Student's Financial Aid Award**

Federal law requires that the Financial Aid office consider all resources when determining eligibility and awarding financial aid. By Federal law, a scholarship, in combination with the student's calculated Expected Family Contribution (EFC), and other financial aid, cannot exceed the student's cost of attendance. Therefore, a scholarship may replace other financial aid. Students should contact the Scholarship office if they have questions.