

Health Science Foundation Scholarship Procedures

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| Step 1: | Dean's Office completes and submits HSF Award Worksheet to the Office of Financial Aid Services form may be retrieve from the following website: www.musc.edu/financialmanagement/ see: HSF Form (College use ONLY) |
| Step 2: | Student Accounting will provide the Dean's Office with the dates when students will be billed per term, to ensure that the scholarship list is provided to the Financial Aid Office at least 30 days prior to billing: Bills can be reviewed on line through "view bill" |
| Step 3: | <p>Deans Office will submit a list to the following offices - Financial Aid, Student Accounting and the Health Sciences Foundation: The list will provide the following information:</p> <ul style="list-style-type: none"> • Student's name • Social Security Number • Amount awarded • Number of terms (i.e., Fall '05, Spring '06, Summer '06) • Specific donor name (if applicable) • HSF Project Number/Project Fund Number • Signature of Authorized Staff • Identification of out of state recipients for in-state tuition waivers • <p>The Dean's Office will submit the information to the offices as indicated: Financial Aid Services (Pearl Givens), Office of Student Accounting (Joe Maggitti) and Health Science Foundation (Mary Aleick)</p> |
| Step 4: | Financial Aid will place the scholarship awarded in a HSF fund code (per information provided by the Deans office) that will credit the student's account. |
| Step 5: | Student Accounting will invoice the Health Sciences Foundation for the funds. Student Accounting will indicate the Student Project/Project Fund code. |
| Step 6: | If the student is due a refund after outstanding cost have been covered, the Student Accounting Office will issue a refund check via direct deposit or a manual check. |