NOT SEEING A SCHOLARSHIP ON YOUR FINANCIAL AID ACCOUNT?

If it is an Outside (Private) Scholarship: Check with the donor to find out if your scholarship check has been sent to WSU. Once it is received by the WSU Student Accounts office, you will receive an email notifying you. See the process for outside scholarships below.

If it is a Departmental Scholarship: If you have already received a notice from your department of the award, no follow-up is needed on your end. Your department will submit the award to Student Financial Services to post. If you don’t see your award by the start of classes, check with your department on the status of the award. See the process for departmental scholarships below.

Note the following:

- Most scholarships require full time (12 credits) enrollment to disburse to your student account.
- You may not see a refund of the scholarship if you have a balance for tuition, fees or room and board on your student account.
- If you have multiple outside scholarships from similar organizations, they may be posted as one funding type on your financial aid account. But, they will post separately on your student account.
- The process during the fall semester is extremely busy. We ask for your patience during this peak time.

**Outside Scholarships Process:**

Donor or Student submits check & Scholarship Designation Form to:
WSU Student Accounts Office, 342 French Ad Bldg, PO Box 641039
Pullman, WA 99164-1039

Student Accounts receives check, processes initially, and sends information to Student Financial Services. They will send an email to the student notifying them of receipt of funds. *This process will take 2-3 business days.*

Student Financial Services posts scholarship onto student’s financial aid account. Once it’s been posted, SFS will send email to student notifying them that it has been processed. *This process may take up to 5 business days.*

The next business days, the scholarship money delivers to the student’s WSU Student Account and is applied toward outstanding charges, or a credit (direct deposit or check) may result, depending on the student’s account.

**WSU Departmental Scholarship Process**

Scholarship Authorization Request submitted from WSU College or Department to Student Financial Services.

SFS Staff post scholarship/award on student’s financial aid account

The next business day, the scholarship/award money delivers to the student’s WSU student account and is applied toward outstanding charges, or a credit (direct deposit or check) may result, depending on the student’s account.