

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 3115

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PROCEDURE TITLE: Miscellaneous Scholarships

STATUTORY REFERENCE: FLORIDA STATUTE 1001.65

BASED ON POLICY: III-1 College Business Affairs

EFFECTIVE DATE: April 30, 1982

LAST REVISION DATE: October 11, 2005

LAST REVIEW DATE: October 11, 2005

I. PURPOSE

To provide a means whereby organizations may contribute scholarship funds directly to the College to pay for certain student fees.

II. PROCEDURE

A. Donor organization delivers funds by check or cash, along with instructions, to the campus Bursar's Office. Instructions include:

1. Donor organization name, address, telephone number, and name of contact person.
2. Student number, name, and address.
3. Amount of funds to be applied and for what year/term.
4. Disposition of unused funds.
5. Other items as needed.

B. Bursar's Office receives funds by check or cash and issues an official Miami Dade College receipt.


1. Received from: Name of donor organization
Use account number: D69000-90-225-17
Include in description: Name of student and student number

2. A Cash Remittance Report will also be completed with the above information.
- C. A copy of both the Cash Remittance Report and the instructions from the donor organization will be sent promptly to both the campus Office of Financial Aid and/or College-wide Scholarship Coordinator and the Bursar's Office. Each campus Bursar's Office will maintain records of Miscellaneous Scholarships received at that location.
- D. Upon receipt of the funds, the Bursar's Office will write a letter to the donor organization. See the following sample letter:

"Thank you for your recent contribution to Miami Dade College. Your receipt is attached: # _____ for \$ _____. These funds will be used to pay the registration fees for _____ (student name) for the _____ term, 20 ____."

We will follow your instructions concerning the disbursing of any balance above the amount of the registration fees. If you have not advised us in writing concerning the disbursing of any balance, please do so right away. If we have not heard from you within one month from the date of this letter, we will then forward these monies to the Miami Dade College Foundation with your initial instructions.

- E. When the student, who is to receive these funds, registers, the cashier will apply these funds as is appropriate and in accordance with the donors instructions (not to exceed the amount received in D above). At that time, the student must pay for any registration fees not covered by the scholarship.
- F. The Bursar's Office will return unused funds to the donor upon receipt of a written request. When refunding scholarship funds, the Bursar will issue a disbursement request to the donor organization, charging account number D69000-90-225-17.

	
	10/11/05
PRESIDENT	DATE