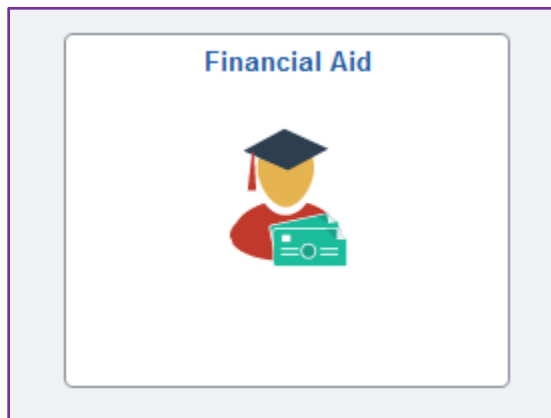


Instructions for Reporting Outside Scholarships

It is important to report all sources of external funding so that we can update your financial aid accordingly. We try to allocate outside scholarships in such a way as to mitigate as much as possible any changes to your financial aid eligibility; however, it is possible your financial aid will change as a result of receiving external aid.

To report outside scholarships:

1. Log into your [STAR self-service portal](#).
2. Click on the **Financial Aid** tile.



3. Select the 2026 Aid Year.

Financial Aid

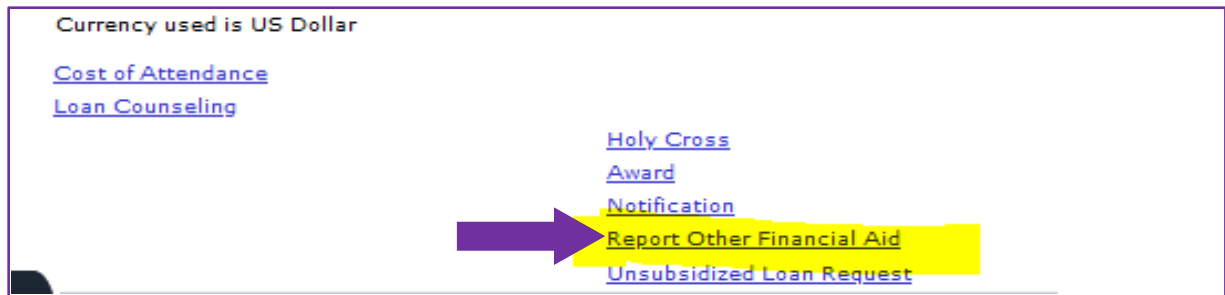
Select Aid Year to View

Select the aid year you wish to view

Aid Year	Institution	Aid Year Description
2026	College of the Holy Cross	Financial Aid Year 2025-2026
2025	College of the Holy Cross	Financial Aid Year 2024-2025

Aid years listed indicate your access to eligibility information regarding your Financial Aid Application.

4. On the **Award Summary** screen, click on *Report Other Financial Aid*:

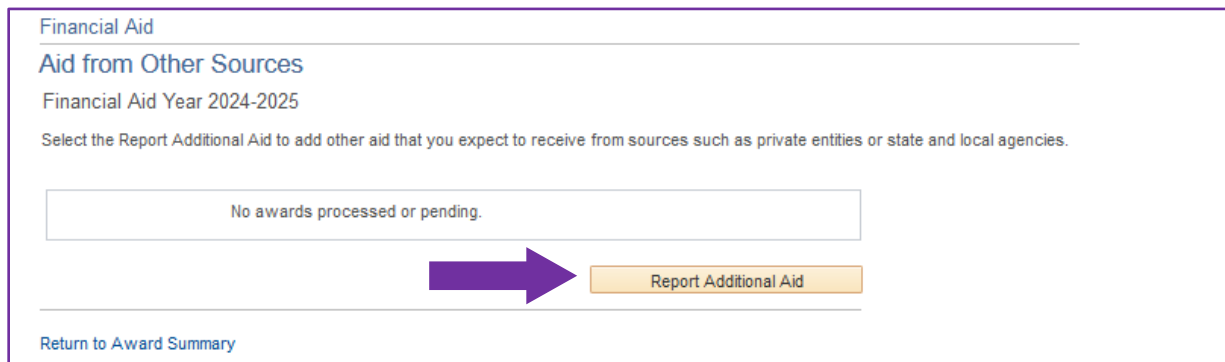


Currency used is US Dollar

[Cost of Attendance](#)
[Loan Counseling](#)

[Holy Cross Award Notification](#)
[Report Other Financial Aid](#)
[Unsubsidized Loan Request](#)

5. On the **Aid from Other Sources** screen, click on *Report Additional Aid*:



Financial Aid

Aid from Other Sources

Financial Aid Year 2024-2025

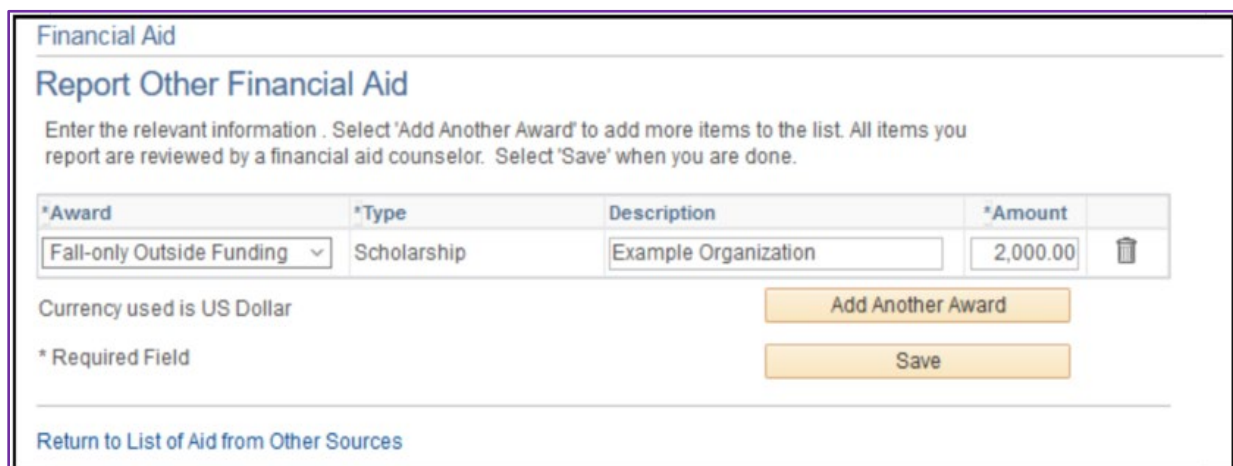
Select the Report Additional Aid to add other aid that you expect to receive from sources such as private entities or state and local agencies.

No awards processed or pending.

[Report Additional Aid](#)

[Return to Award Summary](#)

6. On the Report Other Financial Aid screen, select whether your fund will disburse fully in the fall semester, fully in the spring semester, or split evenly over both semesters. Please **do NOT** select “Other.” Under "Description," type the name of the scholarship organization or donor. "Amount" is the total scholarship amount.



Financial Aid

Report Other Financial Aid

Enter the relevant information . Select 'Add Another Award' to add more items to the list. All items you report are reviewed by a financial aid counselor. Select 'Save' when you are done.

*Award	*Type	Description	*Amount	
Fall-only Outside Funding	Scholarship	Example Organization	2,000.00	

Currency used is US Dollar

[Add Another Award](#)

* Required Field [Save](#)

[Return to List of Aid from Other Sources](#)

7. If you have multiple funds to report, click *Add Another Award*.
8. Click *Save*.

Once submitted, our counseling staff will process the funds and make any necessary updates. If your financial aid package changes as a result, you will receive an updated notification.

Should outside assistance bring your total offer above federal need, the Financial Aid office will first reduce the loan and/or work study components of your financial aid offer. Holy Cross Grant assistance can be affected only if the total outside assistance received exceeds the federal need and loan and work-study portion of the offer.