

## Instructions for Reporting Outside Scholarships

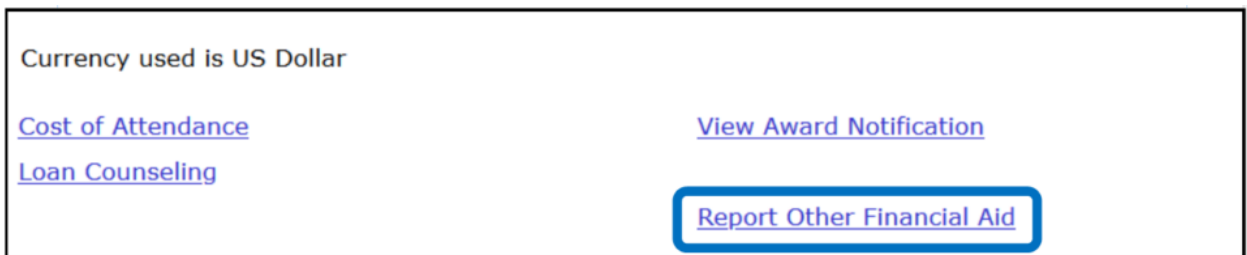
It is important to report all sources of external funding so that we can update your financial aid accordingly. We try to allocate outside scholarships in such a way as to mitigate as much as possible any changes to your financial aid eligibility; however, it is possible your financial aid will change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

To report outside scholarships:

1. Log into your [STAR self-service portal](#).
2. Click on the Student Center tile.
3. Under the Finances heading, click on *View Financial Aid*:



4. Select the 2023 Aid Year.
5. On the Award Summary screen, click on *Report Other Financial Aid*:



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

Currency used is US Dollar

[Report Additional Aid](#)

[Return to Award Summary](#) [View My Reporting History](#)

7. 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](#)

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

9. 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. Only if the total outside assistance received exceeds the federal need and loan and work portion of the Holy Cross offer will any Holy Cross Grant assistance be affected.