**FORM INSTRUCTIONS**

1. **SPONSORSHIP LETTERS – INSTRUCTIONS FOR SCHOLARSHIPS COVERING TUITION AND FEES ONLY IN THE CURRENT REPORTING PERIOD**.
This includes situations where the university receives a letter affirming that the student(s) will receive a scholarship for only one semester. If the student(s) receives future scholarship funds from the sponsor, the sponsor will send additional letters in the future to notify UF of such future scholarships.

**Scenario 1**: Scholarship with a **definite value** [scholarships have a definite value when: (a) UF knows exactly how much it will receive towards one or more students’ tuition and fees (e.g., UF receives a letter stating that a foreign source will pay UF $5,000 during the reporting period towards a student’s tuition and fees) or (b) when UF officials can determine the amount UF will receive towards one or more students’ tuition and fees (e.g., UF is notified the foreign source will pay all fees and tuition associated with 14 credit hours during the reporting period – as UF charges a set rate for each credit hour)].

1. Spreadsheet
* Amount (Column S): For each sponsor, report total of all payments UF received for all sponsored students during the reporting period (do not include money given directly to any students for expenses or for their spouses)
* Date (Column T): Use the last date of the reporting period (i.e., 6/30/xx or 12/31/xx.)
* Comments (Column AE): If the contract the sponsor uses lists a specific value, leave blank; if contract value was determined based on a reasonable calculation, explain how value was calculated.
1. Student Sponsorship Summary Form
(One Sponsorship Letter per sponsor, per reporting period)
* Fiscal Year: Current FY
* Collection Period end date: Use the last day of the reporting period (i.e., 6/30/xx or 12/31/xx.)
* Aggregate Payment Received: Total of all payments received during the reporting period for all students whose gifts are summarized on this form.

In the Table:

* Transaction: Use Student 1, Student 2, etc.
* Amount per Transaction: Use amount received for each student during the reporting period. The total amount of each student transaction must be the same as the Aggregate Payment Received (listed above).
* Date Gift Received: Use date the student received the funds. The dates must be during the current reporting period.

**Scenario 2:**  Scholarship of an **indeterminate value** (e.g., no amount in contract, or the amount says up to a certain dollar amount, but we do not know what courses the student will take)

**Note:** The state’s preference is that we treat scholarships as having a definite value. Therefore, before opting for Scenario 2, please try to reasonably determine the value of the scholarship based on the information at hand (such as how many hours it takes to graduate, the cost of those hours, whether students are restricted to take a set number of classes) and **follow Scenario 1 A & B.**

If you cannot reasonably determine the value of the scholarship, fill out the forms as follows:

1. Spreadsheet:
	* + Amount (Column S): For each sponsor, report the total of all payments UF received for all sponsored students during the reporting period (do not include any money given directly to the student for expenses or provided for any students’ spouse)
	* Date (Column T): Use the last date of the reporting period (i.e., 6/30/xx or 12/31/xx.)
	* Comments (Column AE): Include the notation “Scholarship of an indeterminate value.”
2. Student Sponsorship Summary Form – **Follow the steps describe in Scenario 1 B (above)** (Fill out one Sponsorship Letter per sponsor, per reporting period)
3. **SPONSORSHIP LETTERS – INSTRUCTIONS FOR SCHOLARSHIPS THAT COVER TUITION AND FEES FOR THE CURRENT REPORTING PERIOD AND FUTURE REPORTING PERIODS** This includes situations where the university receives a letter affirming the student(s) will receive a scholarship covering multiple semesters or years (including the current reporting period). In this case, the received letter addresses all financial support the student will receive from the sponsor and no future letters will be issued regarding the student (unless they receive a new scholarship not associated with the one being reported). **Scenario 3**: Multi-reporting period scholarship with a **definite value** (for explanation on how to determine if a scholarship has a definite value, see notes to Scenario 1).
4. Spreadsheet
* Amount (Column S): For each sponsor, report the full amount UF will receive over the entire length of the scholarship for all sponsored students whose letters of support are received during the reporting period (do not include any money given directly to the student for expenses or providing for any students’ spouse)
* Date (Column T): Use the last date of the reporting period (i.e., 6/30/xx or 12/31/xx.)
* Comments (Column AE): Note the dates covered by the scholarship.
1. Student Sponsorship Summary Form
(Fill out one Sponsorship Letter per sponsor, per sponsorship period)
* Fiscal Year: Current FY
* Collection Period end date: Use the last date of the current reporting period (i.e., 6/30/xx or 12/31/xx.)
* Aggregate Payment Received: Include two amounts: (a) the total amount UF received in this reporting period for all sponsored students whose letters of support are summarized on this form and (b) the total amount UF will receive over the entire scholarship period (dates covered by scholarship) for all sponsored students whose letters of support are summarized on this form.

In the Table:

* Transaction: Use Student 1, Student 2 etc.
* Amount per Transaction: Use amount received for each student for the current reporting period. The total amount of each student transaction must be the same as the Aggregate Payment Received for the current reporting period.
* Date Gift Received: Use date the student received the funds in the current reporting period.

**Scenario 4:**  Multi-reporting period scholarship of an indeterminate value

For multi-reporting period scholarships of indeterminate value, only report the amount UF received during the reporting period. Thus, **follow Scenario 2 A & B.**