

Dear Donor:

The following is a list of guidelines to follow for outside scholarships. Following these procedures will help not only the Business Office, but also will help make the student's college experience more pleasant and productive.

1. Outside scholarships should be sent to LBCC's Business Office. Please make the check out to LBCC, not to the student, this will expedite the process.
2. Please include the following information:
 - a. First, middle initial, & last name.
 - b. Social security number/or LBCC generated id # of the student
And/or any of the following: Date of Birth
Student's complete address
 - c. Amount to be disbursed per term
 - d. Any academic load or grade point restrictions
 - e. Specify which term to apply the outside scholarship
 - f. Name and phone number of a contact person
 - g. A completed LBCC Student Data Form-if the student has never attended LBCC(optional)
(Which can be attained from the LBCC website linnbenton.edu. go to Student Resources click on Admissions/Registration, click on the box click here for forms and then click on the Student Data Form)
3. Students at LBCC can charge books at the bookstore until the end of the second week of the term. Any amount left after tuition and books are deducted will be disbursed to the student the third week of each term, unless otherwise specified by the donor.
4. Effective Summer term, 2009 in-state tuition at LBCC will be \$74.00 a credit.
Full-time enrollment is \$888.00 for 12 credits. (subject to change by LBCC Board of Education)
5. In order to avoid a hardship for students during registration, we recommend that outside scholarship funds be received three to four weeks before the start of classes.

Scholarships received with instructions will be distributed according to the donor's guidelines, in accordance with the colleges processes.

Scholarships received without instructions will be distributed to students according to the Linn-Benton Community College guidelines.

You can view this information on the LBCC website at [linnbenton.edu/business office](http://linnbenton.edu/business%20office)

If you have any questions or need additional information, please call me at 541-917-4310 or e-mail me at skardal@linnbenton.edu.

Sincerely,

Lori Skarda
Outside Scholarships
Business Office