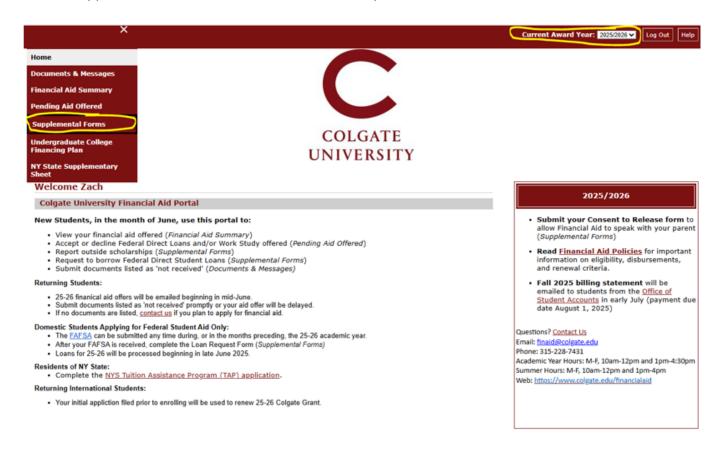
# **Colgate Financial Aid Portal**

### **Reporting Outside Resources**

First, log-in to the student Financial Aid <u>Portal</u>. Make sure you are on the 2025/2026 award year indicated in the top right of the screen.

Select "Supplemental Forms" from the menu at the top left of the screen.



## Select the "Outside Resource" Form #1 option



#### Supplemental Forms

Only complete forms that are applicable to you. Once submitted, the Financial Aid Office will process the information you provided. If you have questions, or to amend a form after it was submitted, contact the Office of Financial Aid.

### Your Supplemental Forms

Application	Application Description	Application Status	Status Date
Consent to Release Financial Aid Information	Student's written authorization to disclose financial aid information to third parties (e.g. parents/guardians)		
Consent to Release Aid Status to Colgate Depts.	Student's written authorization to disclose financial aid information to Colgate University Departments		
Consent to Release Aid Status to Outside Agency	Student's written authorization to disclose financial aid information to an outside agency		
Federal Direct Student Loan Request Form	Complete this form to borrow a Federal Direct Loan		
Outside Resource #1 Form	Form for reporting outside resource (e.g. scholarships, tuition benefits, etc.)		

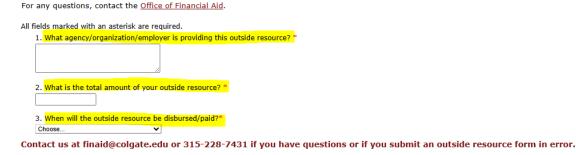
Fill in all three fields with your outside resource information and click "Save and Submit". The Office of Financial Aid will receive your outside resource information and account for it within your aid package. If any changes to your aid package result, you will be notified via e-mail. If you need to report additional outside resources, complete another "Outside Resource" form and submit it.



#### Outside Resource #1 Form- Award Year 2025/2026

You are required to report all scholarships and educational resources you receive from agencies outside of Colgate University. Examples of outside resources you must report include: scholarships or grants from community organizations, agencies, or companies; tuition benefits from your employer or your parent's employer, resources awarded outside of Colgate University for any educational cost (books, supplies, travel to campus, tuition, room & board, etc.). You do not need to report Federal or NY State awards (e.g. Pell Grants, Federal SEOG, NY TAP or NY Merit).

If you receive multiple outside resources, report them one at a time, each on a separate form (after submitting the first form, subsequent forms will be made available on your portal).



Clicking Save stores your application data. You can return any time to finish filling out your application before submitting it. Clicking Submit delivers your application data to our institution for consideration.



The Office of Financial Aid is available at <u>finaid@colgate.edu</u> or 315-228-7431 to help with any questions.