

Outside Scholarship Resources & Tips

Butler University Office of Financial Aid



What are Outside Scholarships?

Outside Scholarships are awards from sources other than federal, state, and University aid programs. These funds are a valuable resource for students seeking additional assistance to finance their education.

Navigating the Process

Preparing for Outside Scholarships

- Have at least two strong reference letters readily available. These should be from teachers, counselors, employers, or mentors who know your skills and character well. Request these letters in advance to give your referees ample time.
- Create a polished resume highlighting your academic achievements, extracurricular activities, volunteer work, and relevant skills. Tailor it to showcase what makes you a great candidate for scholarships.
- Prepare a compelling personal statement or essay that can be adapted for various scholarship applications. This should reflect your goals, achievements, and how the scholarship will help you achieve them.

During the Application Process

- Carefully read and follow all application instructions.
- Submit all required documents by the deadline.
- Double-check your application for errors. Have someone else review it for clarity and correctness.
- Use a spreadsheet or calendar to track deadlines and requirements for each scholarship.

After Being Awarded an Outside Scholarship

- Express your gratitude with a thank-you letter or card to the organization or individual who awarded you the scholarship. This shows appreciation and builds a positive relationship for the future.
- Familiarize yourself with the terms and conditions of the scholarship. Are there GPA requirements or enrollment obligations? Make sure you meet these to retain your scholarship.
- Use scholarship funds strictly for their intended purpose, such as tuition, books, or educational supplies. Keep receipts or records as needed.

Additional Tips

- Begin your scholarship search early to maximize opportunities. Check regularly for new scholarships.
- Don't limit yourself to one or two scholarships. Apply for as many as you qualify for to increase your chances.
- If you're unsure about the process, reach out to a school counselor, financial aid advisor, or mentor for advice.

Avoid Scholarship Scams

- Legitimate scholarships do not require payment to apply. Avoid "opportunities" that ask for an application fee or personal financial information.
- Research the organization offering the scholarship. Look for official websites or contact them directly to ensure authenticity.
- Beware of "guaranteed" scholarships as no legitimate scholarship can guarantee you will win simply by applying.

Where to Find Outside Scholarships

You should never have to pay to search for outside scholarships. Free online scholarship databases include fastweb.com, bigfuture.collegeboard.com, scholarshipamerica.org, and more. Butler also encourages students to look for outside scholarships at community foundations, employers, civic organizations, and religious institutions.



Know Before You Apply

Two-Year vs. Four-Year?

When researching outside scholarships, be sure to apply for scholarships that align with your specific degree path.

Many two-year scholarships focus on students attending community colleges or technical schools, while four-year scholarships are offered to those attending universities.

Butler University offers a multitude of degree options including bachelors, masters, and doctorate degrees. Founder's College at Butler University is our two-year degree for students seeking to obtain their associate degree. These various educational pathways allow us to make higher education more accessible to students.

Types of Aid

Academic Scholarships: These are merit-based and awarded to students with strong academic achievements, such as high GPAs, test scores, or exceptional talents in specific subjects.

Need-Based Grants: These are awarded based on financial need and often require completing forms like the FAFSA to determine eligibility.

Specialty Scholarships: Some scholarships are for specific demographics, fields of study, or interests. Look for scholarships that match your unique background and goals.

Institutional Scholarships: Some schools may offer scholarships or grants directly to students. These funds are often used to assist with covering remaining balances on student accounts. Be sure to inquire about these opportunities through the financial aid office.

Reporting Your Outside Scholarships

According to federal regulations, scholarships received from any organization are considered a resource available to meet your financial need. As a financial aid recipient, a student must report all outside scholarships from all external sources.

Outside scholarships should be reported to the Office of Financial Aid by emailing a copy of the scholarship letter to the office directly.

Contact Us

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