



Pittsburgh Theological Seminary  
 Advancement Office  
 616 North Highland Avenue  
 Pittsburgh, PA 15206  
 Ph: 412-924-1376  
 Fax: 412-924-1776

Pittsburgh Theological Seminary  
 Financial Aid Office  
 616 North Highland Avenue  
 Pittsburgh, PA 15206  
 Ph: 412-924-1384  
 Fax: 412-924-1784

**Direct Gift to Student  
 Donor Instruction Form**

**Recipient's Name:** \_\_\_\_\_ **PTS ID Number:** \_\_\_\_\_

Pittsburgh Theological Seminary would like to thank you for the generous gift you have donated. As we partner with you on assisting the above student, there is some additional information we need to collect in order to assist both you as the donor and the student. If you have any questions while completing the form, please reach out to our Financial Aid Office at 412-924-1384.

**Name of Donor/Organization:** \_\_\_\_\_

**Donor Email Address:** \_\_\_\_\_ **Donor Phone Number:** \_\_\_\_\_

**Name of Scholarship/Grant (if applicable):** \_\_\_\_\_

**Total Awarded Amount for the 2020-2021 Academic Year:** \_\_\_\_\_

**Is this the only disbursement or will there be another disbursement for this academic year?** \_\_\_\_\_

**Amount to be Awarded Per Semester:** \_\_\_\_\_ Summer 2020  
 \_\_\_\_\_ Fall 2020  
 \_\_\_\_\_ Spring 2021

If the student's account is paid in full through other means (additional grants or scholarships), may they receive the funds through a refund issued by PTS to help cover the cost of living for the year?

Yes or No

If the student does not complete the semester, can the award still be applied to cover their cost of tuition?

Yes or No

Do you have any other instructions or requirements in order for the student to be able to maintain eligibility for the award? (i.e. GPA, credits taken, meeting SAP?):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Please return by mail or fax to the Advancement or Financial Aid Office. Contact information is at the top of the page.**