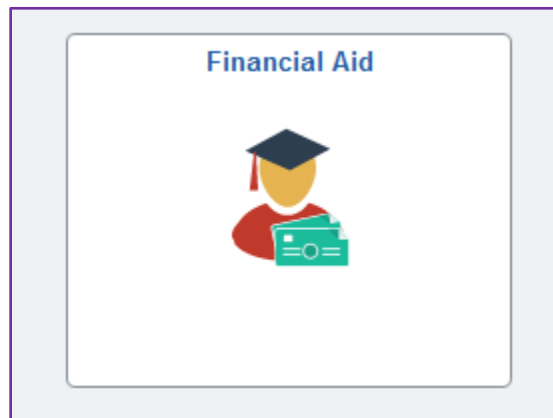


## Instructions for Reporting Outside Scholarships

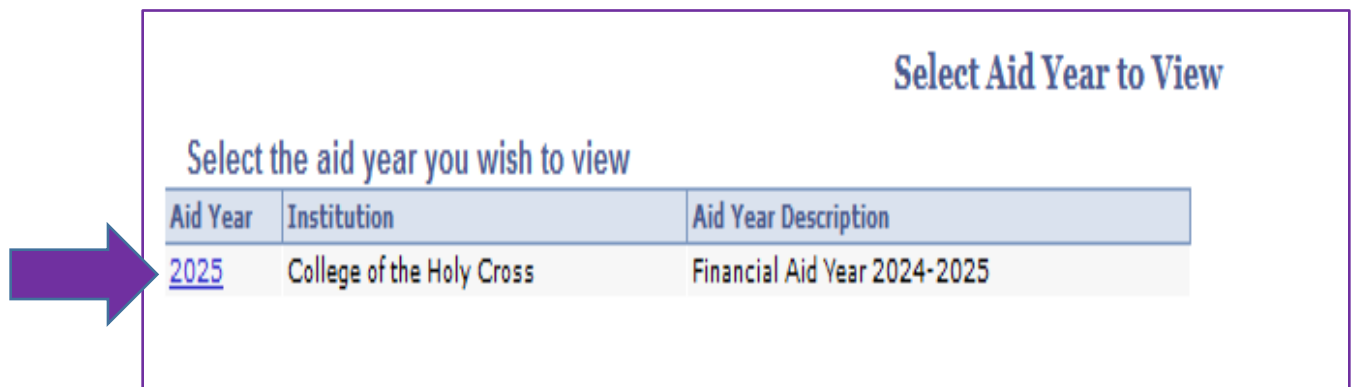
It is important to report all sources of external funding so that we can update your financial aid accordingly. We try to allocate outside scholarships in such a way as to mitigate as much as possible any changes to your financial aid eligibility; however, it is possible your financial aid will change as a result of receiving external aid.

To report outside scholarships:

1. Log into your [STAR self-service portal](#).
2. Click on the **Financial Aid** tile.

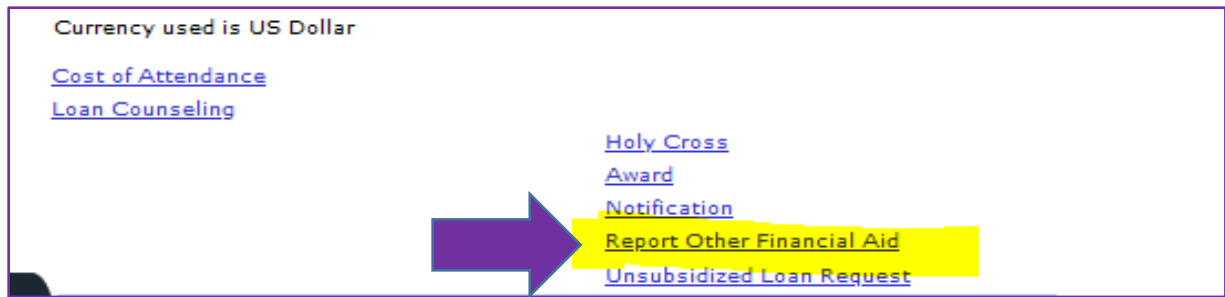


3. Select the 2025 Aid Year.

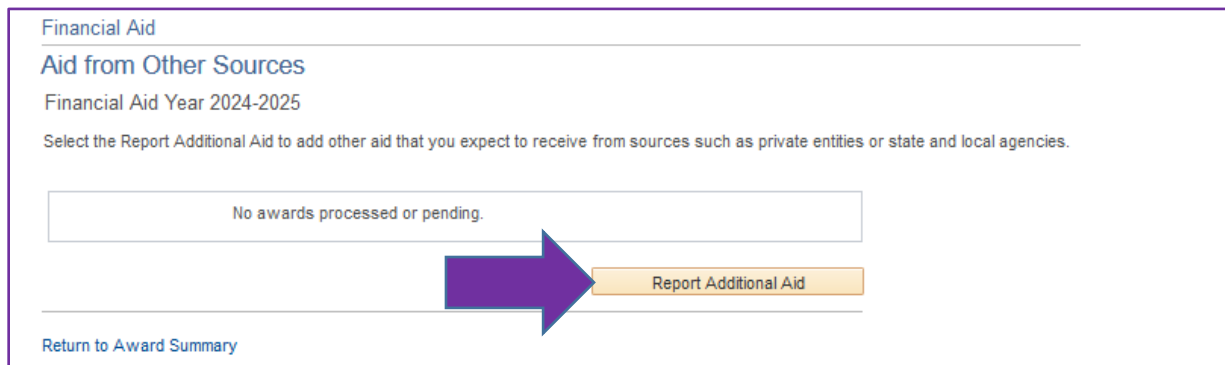
A screenshot of the 'Select Aid Year to View' interface. The title 'Select Aid Year to View' is in the top right corner. Below it, the instruction 'Select the aid year you wish to view' is displayed. A table with three columns is shown: 'Aid Year', 'Institution', and 'Aid Year Description'. The first row of the table is highlighted, and a purple arrow points to the '2025' value in the 'Aid Year' column.

| Aid Year             | Institution               | Aid Year Description         |
|----------------------|---------------------------|------------------------------|
| <a href="#">2025</a> | College of the Holy Cross | Financial Aid Year 2024-2025 |

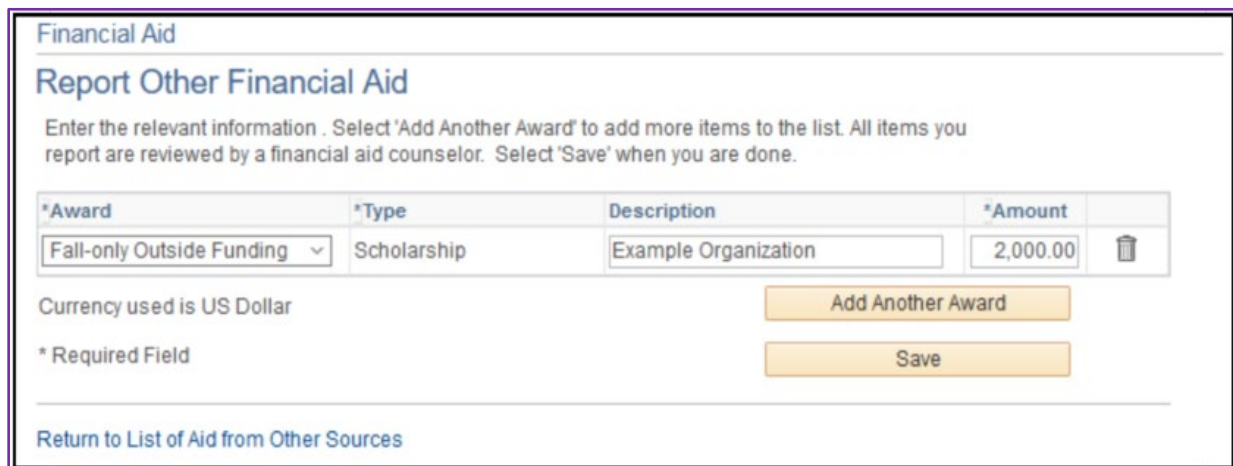
4. On the **Award Summary** screen, click on *Report Other Financial Aid*:



5. On the **Aid from Other Sources** screen, click on *Report Additional Aid*:



6. On the Report Other Financial Aid screen, select whether your fund will disburse fully in the fall semester, fully in the spring semester, or split evenly over both semesters. Please **do NOT** select "Other." Under "Description," type the name of the scholarship organization or donor. "Amount" is the total scholarship amount.



7. If you have multiple funds to report, click *Add Another Award*.

8. Click *Save*.

Once submitted, our counseling staff will process the funds and make any necessary updates. If your financial aid package changes as a result, you will receive an updated notification.

Should outside assistance bring your total offer above federal need, the Financial Aid office will first reduce the loan and/or work study components of your financial aid offer. Holy Cross Grant assistance can be affected only if the total outside assistance received exceeds the federal need and loan and work-study portion of the offer.