



Scholarship / Escrow Account Authorization

STUDENT NAME		STUDENT I.D. NUMBER
SPONSOR / BUSINESS NAME	CONTACT NAME	CONTACT PHONE NUMBER
SPONSOR ADDRESS		
UNUSED FUNDS REFUNDED TO: SPONSOR STUDENT		
ADDRESS		
AUTHORIZED TERM	AUTHORIZED USES	
WINTER 20 FALL 20 SUMMER 20	TUITION \$ FEES \$	
OTHER REQUIREMENTS:		
SPONSOR SIGNATURE		DATE

Terms and Conditions:

- Money will only be held by OCC for a period of 1 academic year.
- Unused funds will be refunded in August.
- Funds will be refunded to the student unless otherwise specified.
- Funds will be applied to all costs incurred by the student unless otherwise specified.
- This form must be submitted with each escrow payment.

To return form: Fax: (248) 341-2166
Mail: Accounts Receivable
OCC – Administration Center
2480 Opdyke Road
Bloomfield Hills, MI 48304-2266

Questions: (248) 341-2156 or 2157**A/R DEPT. USE ONLY**

Receipt No. _____

Term _____ / AY

Name and Date _____

Scholarship/Escrow Account Authorization Form Instructions

The Scholarship/Escrow Account Authorization form is used by persons or organizations who wish to make a prepayment or donate a scholarship toward a specific student's educational expenses. This form requires the sponsor person or organization to define any requirements or restrictions regarding the payment/donation. Use the form to identify the student, provide contact information for the person/organization, designate who should receive unused funds and list any restrictions regarding use of the payment/donation.

The form should be submitted each time a payment/donation is made. If more than one student is being sponsored, please complete a separate form for each. Forms can be faxed or mailed to the address above.

Please fill out the form completely and sign and date on the sponsor signature line. If we do not receive this form, all monies will be applied directly to the student's account and unused funds will be issued to the student.