



External Organization Awards Checklist

Please include a copy of this checklist with any external award cheque(s) sent to the University.

Cheques are to be made payable to 'University of King's College' and mailed to:

University of King's College
Attn: Student Accounts Office
6350 Coburg Road
Halifax, N.S.
B3H2A1

External Organization Name:

Address:

Contact Name:

Phone Number:

Email:

Signature:

Date:

Student Name:

Student ID Number (B*****):

Award Title:

Award Amount:

The University recommends cheques be made to the University of King's College only and not co-payable to the student and University as it delays processing time once received.

It is the responsibility of the external organization to issue a T4A to the student for the above award.

The external organization award cheque(s) will be returned if the student is not registered after the terms last day to add/drop courses. Should a student become ineligible for their award, the university will assess the student account and contact the external organization, as needed.

For contact information, term due dates and answers to frequently asked Student Accounts questions, please visit <https://ukings.ca/admissions/finances/payments-guide/>