

SCHOLARSHIP DISBURSEMENT REQUEST GUIDELINES

REQUIREMENTS

In order to process a scholarship disbursement request for scholarships awarded to students, the following process must be followed:

1. A Scholarship Disbursement Request Form must be completed in its entirety. The following two documents must be attached to the Scholarship Disbursement Request Form in order to process the request:
 - a. A copy of the Scholarship Award Letter addressed to the student must be attached to the disbursement request form.
 - b. A copy of the student's enrollment schedule from an accredited college or university.
2. Scholarship disbursement checks will be made payable to the university/college/trade school listed on the scholarship disbursement request form.
3. The completed disbursement request and documents required must be forwarded to the Finance Department. Scholarship disbursements will be processed and mailed to the institution listed on the Scholarship Disbursement Request Form.
4. The scholarship disbursement request must be submitted to the finance office within twelve (12) months of the student's high school graduation date.