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How to Obtain Your Scholarship Funds

Obtaining scholarship money is YOUR responsibility. Universities and colleges will not automatically take care of this for you. You **MUST** follow the instructions below to demonstrate your initial and continued eligibility or the scholarship may be cancelled.

Fall Semester

1. Submit Scholarship Acceptance Form and your schedule of classes as soon as you are enrolled.

Semester payment (half of annual amount) will be sent directly to your school in early August. Please note that it can take up to four weeks for the school to apply the funds to your account.

2. Failure to complete the above step by December 31 will result in cancellation of the scholarship (including future payments).

Spring Semester

(And all subsequent semesters if you have been awarded a multi-year scholarship)

1. Verify you still meet scholarship criteria listed on Scholarship Acceptance Form.
2. Submit Scholarship Acceptance Form, Fall semester grades and your Spring schedule of classes after the end of the Fall semester.
3. Payment will be sent directly to your school in early January (remainder of annual amount). Please note that it can take up to four weeks for the school to apply the funds to your account.
4. Failure to complete the above steps by May 31 will result in cancellation of the scholarship (including future payments if the scholarship is multi-year).

You may submit your scholarship paperwork as outlined above in person, by mail or by e-mail. If you need additional copies of these instructions or the Scholarship Acceptance Form, you may find them on our Web site at www.carlsbadfoundation.org.

Need Help?

We are happy to help you. If you have questions, please stop by, call or e-mail us using the contact information listed at the top of this page.

Please keep these instructions for future reference!