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How to Obtain Your Scholarship Funds

Obtaining scholarship money you have been awarded 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 once you are enrolled
2. Checks will be issued in early August (half of annual amount)

Spring Semester

1. Make sure 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. Checks will be issued in early January (remainder of annual amount)

You may submit your scholarship paperwork as outlined above in person, by mail or by e-mail. The check will be made out jointly to you and the school. When you pick up the check or receive it by mail, you must endorse it and take it to the school for payment. The check may not be cashed.

For scholarships awarded for more than one year, students should follow the Spring Semester steps listed above for each remaining semester. Checks will be issued in August and January.

IMPORTANT: *Scholarships must be claimed each semester by Dec. 31 (Fall semester) or May 31 (Spring semester). Unclaimed scholarships are subject to full cancellation (including scholarships awarded for more than one year).*

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!

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