

# SCHOLARSHIP PAYMENTS

❖ SUBMIT AN RFP FOR SCHOLARSHIP PAYMENTS

❖ SUPPORTING DOCUMENTATION SHOULD INCLUDE:

- PROOF OF STUDENT'S ENROLLMENT
- SCHOLARSHIP AWARD LETTER
- DOLLAR AMOUNT OF SCHOLARSHIP
- PRINTED NAME AND ADDRESS OF THE UNIVERSITY/COLLEGE WHERE CHECK IS TO BE SENT
- HANDWRITTEN UNIVERSITY NAME/ADDRESS INFORMATION IS NOT ACCEPTABLE
- FIRST AND LAST NAME OF STUDENT
- STUDENT'S UNIVERSITY/COLLEGE ID
- ANY OTHER INFORMATION REQUIRED PER THE SCHOLARSHIP AWARD LETTER

❖ IF THE STUDENT NEEDS THE CHECK SENT TO THEM DIRECTLY, THE CHECK MUST BE MADE OUT TO THE UNIVERSITY/COLLEGE WHICH THEY ARE ATTENDING. PLEASE NOTE IN THE COMMENTS OF THE RFP THAT THE STUDENT WANTS THE CHECK SENT TO THEM AND NOTE THE STUDENT'S NAME AND ADDRESS.