

# Instructions – Scholarship Award and Disbursement

*This form is used to award and disburse scholarships.*

## **STUDENT INFORMATION**

Name: enter the student's full legal name.

Mailing Address: enter the complete address. The scholarship check will be mailed to this address.

Phone: enter student's day time phone number.

Net ID: enter student's NetID.

## **DEPARTMENT INFORMATION**

Name: enter department's name.

Contact Name: enter scholarship's contact person.

Phone: enter contact person's direct extension.

Email: enter contact person's email address at CSU East Bay.

## **SCHOLARSHIP INFORMATION**

Academic Year: If the scholarship pertains to a particular quarter and/or year, enter the appropriate quarter and year.

Total: enter total dollar amount of scholarship.

Next to each applicable quarter enter the year and dollar amount you would like awarded for that quarter. Example: Summer 2008 \$400.00.

## **FUNDING INFORMATION**

Donor Name: enter the name of the donor if there is one.

Fund: enter fund's ID and name from which the scholarship is to be paid out of.

## **Verification and Authorization**

Signature for verification: enter printed and signed name and department title of the person who has verified that the requirements of the scholarship have been met by the student.

Example: the student is full time, or enrolled, or has a 3.0 GPA etc.

Signature for release of funds: enter printed and signed name and department title of the person who is authorized to release funds for the stated scholarship.

## **Routing**

Send the original form to the financial aid office attention scholarship coordinator. X53018