

## How to Access Your Scholarship Funds

Here are some basic steps to begin to access your scholarship funds:

### Step 1:

- There are 3 items that you will need to submit to BBBS to get started using your scholarship:
  - ◇ Copy of your high school diploma or GED certificate
  - ◇ Scholarship Choice Form, where you indicate how you want to apply funds
  - ◇ Scholarship Disbursement Policy and Procedures Form

These documents can be hand delivered or mailed to BBBS, faxed to 512-472-5460, or scanned and sent electronically to [Scholarship@bigmentoring.org](mailto:Scholarship@bigmentoring.org). You can contact BBBS' Scholarship Program directly at 512-807-3642 to request the necessary forms, or you can request them online at [Scholarship@bigmentoring.org](mailto:Scholarship@bigmentoring.org).

- Your Scholarship Choice Form should include the correct contact information for us to send the school a Promise letter and ultimately a payment. We need:
  - ◇ Name of the school or entity
  - ◇ Name of the department, for example, "Scholarship and Financial Aid"
  - ◇ A contact person
  - ◇ Mailing address of that entity
  - ◇ A telephone number
  - ◇ Either a fax number or email address to fax a preliminary letter
- If you are enrolled for 12 or more hours per semester, you can use up to \$500.00 of your scholarship funds for that semester. If you are enrolled for less than 12 hours, you can use up to \$250.00 of your scholarship funds per semester.
- Once you begin using funds, you should submit a new Scholarship Choice Form each semester until you exhaust your account.
- Payments are always made directly to the college, technical school or bookstore.

### Step 2:

BBBS will send a "Promise" letter to the school/bookstore/entity listed on the Choice Form. [For example, the letter will state that BBBS agrees to pay up to \$500.00 for Fall 2014 for the following student, Jackie Jones...] We will fax the letter to the entity/school and also mail them a hard copy. We will send you a copy for your records, since you may want to follow up with the school or bookstore to make sure they have received the Promise letter.

### Step 3:

Once we send the school a Promise letter, BBBS needs to receive an invoice or billing statement requesting the payment. This can come from the school or from the student. You may need to verify

with the school whether they will submit a billing statement or invoice to BBBS. Many schools have discontinued using invoices, and they **may require you to provide BBBS with a statement for that semester from your student account, something that shows an amount due.**

If you are applying money toward books and supplies, you should check with the bookstore manager to see if they will set up a line of credit for you to purchase eligible expenses and then submit a billing invoice to BBBS. If not, they may need BBBS to complete additional paperwork, like a credit application for the bookstore. BBBS will make every effort to provide them with any necessary information, **but it is your responsibility to check with them and keep us informed.**

**Step 4:**

Allow a few weeks for processing a payment, and then verify with your school that the payment from BBBS was received.

Start the process again next semester by submitting a new Choice Form. We will send you a new Choice Form along with the copy of the Promise letter that we send to the school/entity.

**Remember there is a deadline for using your Scholarship funds!**

If you graduated high school in 2012 or later:

- You have two years from your high school graduation date [*or until age 20 if you obtained your GED*] to begin accessing funds,
- You have four years to exhaust your funds once you begin.

BBBS should provide you with a **Scholarship Eligibility and Usage Timeline** document when you apply for funds. This is a letter that will clearly indicate the date your funds will expire. If you have not received this document, you should contact BBBS Scholarship Administration for additional information about your deadline.

**P.O. Box 4555, Austin, Texas 78757 | 512.807.3642 | FAX: 512.472.5460**

**Email: [Scholarship@bigmentoring.org](mailto:Scholarship@bigmentoring.org) | Website: [www.bigmentoring.org](http://www.bigmentoring.org)**