

## Scholarship Disbursement Policy and Procedures Form for Foundation Scholarships

KEEP ONE COPY OF THIS FORM FOR YOUR RECORDS

- I. Scholarships can be used at any college, university, or trade school that is accredited. Accreditation means the school has received official recognition from an accrediting agency or a state approval agency (any agency recognized by the U.S. Department of Education as a reliable authority on the quality of post-secondary education).
- II. BBBS has partnered with some institutions to provide matching scholarships to eligible students. These matching scholarships often have rules and restrictions imposed by the educational institution. It is your responsibility to contact our office before enrolling to ensure that the matching scholarship is still available to BBBS students and that you meet the eligibility requirements. **Do not assume that you will automatically receive matching funds without this verification.** Typically, matching scholarships are only for the basic \$2000 Scholarship amount and applied toward tuition costs and do not apply to students who have transferred into the school. BBBS has no control over an institution's ability to provide matching funds. If a school cancels their matching scholarship, BBBS is not responsible for providing those funds to students expecting matching scholarships.
- III. Scholarships are to be used for tuition, fees, books, and supplies necessary to complete assigned coursework. On-campus housing is also covered through the fees category. Scholarships will be disbursed (paid out) based on which school you attend and your enrollment status.
- IV. **You must apply for scholarship funds within two years of the date of your high school graduation or by age 20 if you opt to obtain your GED.**
- V. You have four years from your initial scholarship request to utilize funds. BBBS will provide you with documentation that will clearly indicate the scholarship amount based on the length of your match, and the end date that funds will be available for you. You should keep this date in mind as you plan your education in order to take advantage of the full scholarship amount within the designated four year period.
- VI. Payments are distributed directly to the college/university/trade school or bookstore based on a per semester or term basis. Typically, full-time students (12 or more hours) at a college or university can request payment of up to \$500.00 in a semester toward their tuition, fees, or supply expenses. Part-time students at a college or university can request payment of up to \$250.00 in a semester toward their tuition, fees, or supply expenses. For students enrolled in trade school programs, the full amount of the scholarship will be disbursed to the institution upon receiving verification from the school that the student is enrolled. If you are eligible for any additional scholarship amounts due to the length of your match after age 14, BBBS may authorize an increased amount on a per semester basis. Any unused portion of the scholarship will be refunded directly to BBBS for the student's future use prior to your scholarship deadline.
- VII. Requests for scholarship disbursements are processed as soon as possible, provided that the BBBS Scholarship office has established the necessary accounts with the institution and has received the following items:
  1. **A copy of the student's high school diploma or final high school transcript, or verification that the student has earned a G.E.D.**
  2. **A completed Scholarship Choice Form.** On your Choice Form you must designate the number of credit hours you are enrolled in for the upcoming semester. If you write that you are full-time but only register as a part-time student, this will impact your available scholarship funds for the next semester.
  3. **A signed copy of the Scholarship Disbursement Policy and Procedures Form.**
  4. **If the student is requesting funds toward tuition and fees, a copy of the current bill statement with name and student I.D. number.** Statements printed from your online account with your school are acceptable if your name and student I.D. number are included in the statement and a balance due is stated on the invoice or billing statement. **Please note: Students**

**attending Austin Community College are not required to submit a copy of their bill. ACC provides BBBS with a copy of your tuition statement.**

The BBBS Scholarship office will not release any funds unless all these items are on file for the student. **Two weeks is the minimum amount of time BBBS needs to process your request.** Please remember that it takes additional time for a scholarship check or promise note to be mailed, delivered, and processed by your school. Please allow time for this process to ensure that your scholarship is credited to your account before your tuition deadline. Otherwise, you may have to make alternate arrangements to pay your expenses until this money is available. You should anticipate three to four weeks to complete this process. **Contacting our office at the last minute to "rush" the process due to your scholarship deadline is not acceptable. Our office will not submit payment to your school via overnight mail or express mail.**

**It is your responsibility to make sure your tuition is covered prior to the school's deadline.** We recommend that you verify that our offices have processed your request and contact the school to verify they have credited the funds to your account before your tuition is due. That way, if there is a problem, this will allow time for our office and the school to discuss payment arrangements.

Please note that you may choose to attend an institution that BBBS' Scholarship office has not worked with or there may have been a significant amount of time since the last scholarship student attended the institution. **In these cases, the institution may not be familiar with this process and it may take longer than two weeks to process your request.** We will work with the school to establish the necessary accounts as quickly as possible so that you can receive our scholarship.

- VIII. If you are using your scholarship to purchase books and supplies, our office will issue a promise letter to the bookstore establishing a line of credit for you to use during the semester. The bookstore will submit a bill to our office requesting payment. You do not have to provide our office with book and supply receipts. It is your responsibility to track your spending. At times, bookstores will not realize that a student has exceeded the amount of the scholarship. BBBS will only pay the amount designated in the promise letter for that semester. **You will be held responsible for any charges that exceed the amount promised by BBBS for the semester, or any charges that are not directly related to coursework.** Please note that BBBS does not allow the purchase of new or used computers, laptops, headphones, speakers, clothing, backpacks or food items with scholarship funds.
- IX. Scholarship checks will be made payable to the college, university, or trade school in all cases. There are **NO EXCEPTIONS** to this policy. You must submit your requests within the timeline established by our office to ensure prompt payment to your account.
- X. Our office assists many students. In any semester we may have multiple students attending the same school. If you mail or fax items to the BBBS office, please include information identifying the student's name, your name, how to contact you and what you are sending. Do not assume that your mail or fax has reached our office. Contact our office after you send information to be sure that we have received your paperwork.
- XI. If your contact information changes, such as your email or mailing address, phone number or other relevant information, it is your responsibility to contact our office with the changes.
- XII. BBBS reserves the right to request official verification of your enrollment.

**I have read and understand the above stated policies and procedures.**

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Signature

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Date

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Print Name