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