



Instructions for the Associate Scholarship Payment Form

Purpose of the Form

Associate scholarship recipients use the Associate Scholarship Payment Form to provide information necessary for the Acorn Scholarship Fund to issue payments to educational institutions toward the recipients' tuition and mandatory fees. The form also authorizes the treasurer of the fund to issue the required payments.

Prerequisite

To have your scholarship payment made to your educational institution, you will need these items:

- A copy of the Scholarship Payment Form
- An invoice or other documentation of the amount of tuition and fees

IMPORTANT: Please complete this form as soon as possible after being notified about your scholarship. It can sometimes take up to two weeks between the time the check is written and the educational institution processes the payment. Delaying completion of the form may result in your being unable to attend classes when they start.

Instructions for Recipients

1. Complete the Recipient section with your name and mailing address.
2. Enter your student ID. (You must have a student ID to have the payment approved.)
3. Complete the Pay To section. Check with your educational institution about the proper address for outside scholarships. It may not be the address of the campus or even the address of the cashier. For example, some institutions have outside scholarships sent to the financial aid office.
4. For the semester, if applicable, enter both the period of the year (like Fall or Spring) and the calendar year. (Example: Spring 2024)
5. Enter the amount for the payment.

6. Enter the date your tuition payment is due.
7. Do not enter any information in the Approval section.
8. Put the completed form with attached invoice in the Lockbox in the Member Mail Room at the Club House or the Lockbox at the Rosewood.

Next Steps

After you submit the completed form and invoice, the CoChair of the Scholarship Committee will review the form. If correct, she will sign the Approval section and pass the form to the treasurer.

The treasure will:

- Mail a check for the specified amount and a letter of explanation to your education institution.
- Mail a copy of the letter of explanation to your address on the form.

If You Have Questions

If you have questions about completing the form, please contact your mentor.

If you have questions about the payment after your form has been approved, please contact the treasurer at treasurer@acorn-scholarship.org.



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