

## POLICY STATEMENT

### SCHOLARSHIP CHECK DISTRIBUTION 2017/18 (Procedures for securing and cashing scholarship checks)

Scholarship recipients are encouraged to adhere to the following time frame when securing their scholarship checks if possible. Parents may also secure checks, as long as they have all required documentation.

#### Summer checks will be distributed from

August 1<sup>st</sup> – 4<sup>th</sup> (8:00 a.m. – 3:00 p.m.)

- Checks **must be** cashed within **60 days**

#### Winter checks will be distributed from

December 18<sup>th</sup> - December 21<sup>st</sup> (8:00 a.m. – 3:00 p.m.)

December 27<sup>th</sup> (8:00 a.m. – 3:00 p.m.)

January 3<sup>rd</sup> - January 5<sup>th</sup> (8:00 a.m. – 3:00 p.m.)

- Checks **must be** cashed within **60 days**

**NOTE: First time scholarship recipients picking up their winter payment MUST bring in a college transcript indicating credits and GPA earned. This will be the procedure from this time forward. NO payments will be given out without a college transcript showing all required information.**

**ALSO, YOU WILL NO LONGER HAVE COMPUTER ACCESS AT THE HIGH SCHOOL SO MAKE SURE YOU HAVE YOUR TRANSCRIPT PRINTED OFF BEFORE COMING FOR YOUR PAYMENT.**