

## POLICY STATEMENT

### SCHOLARSHIP CHECK DISTRIBUTION 2022/23 (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. If students need, they can email their transcript to Mrs. Smith, along with the check distribution form, and she can mail checks to students (during distribution times).

#### Summer checks will be distributed from

August 8-11, 2022 (8:00 a.m. – 3:00 p.m.)

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

#### Winter checks will be distributed from

December 14-16, 2022 (8:00 a.m. – 3:00 p.m.)

December 27, 2022 (8:00 a.m. – 3:00 p.m.)

January 4-6, 2023 (8:00 a.m. – 3:00 p.m.)

January 9, 2023 (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 hard copy of the college transcript indicating credits and GPA earned. This will be the procedure from this time forward. NO payments will be given out without a hard copy of your college transcript showing all required information.**

Please contact Mrs. Smith via email at [smithd@imschools.org](mailto:smithd@imschools.org) or by phone 906-779-2610 x 4318 if you need to make other arrangements to pick up your check or have it mailed.