



SCHOLARSHIP CHECK REQUEST FORM

Use this form to request scholarship payment from scholarship funds that are held on campus.

1. Do not send both an email and a hard copy
2. Confirm balances on data warehouse before sending form.
3. Do not attach award letters.
4. Students must be enrolled for the current term.
5. Incomplete forms will be returned.
6. Send to: Financial Aid and Scholarship Office (0036)

Attn: Scholarship Unit

In accordance with regulations in the State Administrative Manual, all scholarship checks must be disbursed by the Bursar's Office. Registration fees or debts owed by the student will be paid by the first funds available including scholarship funds. If no debt is owed when the scholarship check is issued, the funds will be released to the student.

Scholarship Account Name: _____

PeopleSoft Fund Number: _____

Department: _____ Requestor: _____

MPP Account Holder Name: _____ Requestor Phone Number: _____

DISBURSEMENTS REQUESTED

SJSU ID	STUDENT NAME	AMOUNT FOR FALL	AMOUNT FOR SPRING	CHECK IF STUDENT MUST BE FULL TIME

MPP Account Holder Signature	Title	Date
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