



United Way of Carlsbad
& South Eddy County

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How to Obtain Your Scholarship Funds?

Obtaining scholarship money you have been awarded is your responsibility. Universities and colleges will not automatically take care of this for you. You **MUST** follow the instructions below to demonstrate your initial and continued eligibility, or the scholarship may be cancelled.

Fall Semester

1. Submit Scholarship Acceptance Form and your schedule of classes once you are enrolled
2. After the Fall of 2019, submit the Volunteer Verification form from the previous semester
3. Checks will be issued in 7-10 business days after the form is submitted (\$500 per semester)

Spring Semester

1. Make sure you still meet scholarship criteria listed on your award letter
2. Submit Scholarship Acceptance Form, Fall semester grades, your Spring schedule of classes, and Volunteer Verification Form from the previous semester after the end of the Fall semester
3. Checks will be issued in 7-10 business days after the Scholarship Acceptance Form is completed (\$500 per semester)

You may submit your scholarship paperwork as outlined above in person, by mail or by e-mail. The check will be made out jointly to you and the school. When you pick up the check or receive it by mail, you must endorse it and take it to the school for payment. **The check may not be cashed.**

For scholarships awarded for more than one year, students should follow the Spring Semester steps listed above for each remaining semester. Checks will be issued 7-10 days after Scholarship Acceptance Form is submitted.

IMPORTANT: *Scholarships must be claimed each semester by Dec. 31 (Fall semester) or May 31 (Spring semester). Unclaimed scholarships are subject to full cancellation (including scholarships awarded for more than one year).*

Need Help?

We are happy to help you. If you have questions, please stop by, call or e-mail us using the contact information listed at the top of this page.

Please keep these instructions for future reference!