

INSTRUCTION FOR AWARD

- Complete the Request *for Scholarship Award* form for **each** Scholarship recipient, even renewals.
- Submit original and **two copies** by March 1 to the Foundation offices.
- **ALL** Scholarship Award requests **must be reviewed by the FOUNDATION OFFICE** for verification of compliance with donor and University criteria requirements **before recipient is notified of award.**
- Once approved, the Awarding Department and Financial Aid will receive one copy of the Request for Scholarship Award stamped “APPROVED”.
- **AWARDING DEPARTMENTS SHOULD NOT NOTIFY STUDENTS OF AWARD UNTIL CONFIRMATION OF APPROVAL IS RECEIVED BACK FROM FOUNDATION.**
- Every possible effort should be made to award all available scholarship funding.
- Departments should review scholarship recipients after each semester to ensure in the event of student withdrawal or ineligibility that available spring funding is awarded.

SCHOLARSHIP REQUEST FORM
(RETURN TO FOUNDATION OFFICE BY MARCH 1)

Name of Scholarship/Award _____

Foundation Account # _____ Award Year _____ Award Amount _____

Full Name of Recipient _____ Longwood ID# _____

Permanent Mailing Address _____

City _____ State _____ County _____

Full Time Student Class _____ Cumulative _____ If Freshman, H.S. GPA & SAT score _____
Part Time Student Status _____ GPA _____ (attach HS transcript if necessary) _____

Major/Concentration _____

Financial Need: Yes/No (if this is a criteria of the Scholarship, must verify need with Financial Aid).

Additional criteria used in selection of recipient:

Extracurricular Activities at Longwood or high school (if this is a criteria of the Scholarship)

Financial Aid Office authorizes payment to student's account yes no*

***If you check "no", please indicate in the comments section below how payment will be made.**

Comments _____

Authorized payment from the Foundation to student's account

- summer school only ***Award will be divided equally***
 fall semester only ***between fall and spring semesters***
 spring semester only ***unless otherwise indicated.***

Financial Aid Office to notify student of award as soon as possible

following awards banquet

I am aware of the criteria for this scholarship/award and have verified that the student meets the criteria.

Signature of person authorizing award

Department/Office

Date