

SCHOLARSHIP REQUEST CHECKLIST



COMPLETE SCHOLARSHIP REQUEST CHECKLIST

- SCHOLARSHIP REQUEST FORM.** Complete and sign the Scholarship Request form. You can find the form on our website by visiting www.fulfillment.org. Students who knowingly misrepresent their academic intentions and/or progress will lose their Fulfillment Fund scholarship.
- TWO RECENT PHOTOGRAPHS.** Please note that you can also submit one digital photo to us via email and we'll print out two copies, one for your sponsor and one for your file.
- LETTER TO YOUR SPONSOR(S).** Share your interesting stories, and don't forget to tell your sponsors how much their support is appreciated. Be sure to address the letter directly to your sponsor. If you don't know your sponsor's name, you may call us or address your letter to the Fulfillment Fund. If you need extra help writing your sponsor letter, please refer to the "Hints for Writing to Your Sponsor." **If your letter hasn't been spell-checked, it will be returned to you for revision before any payment can be made.**
- COPY OF YOUR COURSE LIST/REGISTRATION FOR THE UPCOMING TERM.** You may submit an Internet print-out or a copy of an official version. If you submit an internet print-out, all lines of the document must be visible and your name and school must be included.
- TRANSCRIPT.** Submit a complete transcript, including your most recent grades and GPA and your overall school GPA. **If your previous term GPA is below 2.0** you should meet with an academic advisor on campus and fill out the "Academic Action Plan" with their help.

SCHOLARSHIP REQUEST PROCESS

- Send in a complete Scholarship Request by Sunday February 7, 2010. You may also drop off your Scholarship Request in person, or send it via e-mail or fax. Please note that late and incomplete Scholarship Requests will not be processed. Failure to apply or request a deferral by the scholarship deadline will result in the loss of your money for this term.
- We will process Scholarship Requests every Tuesday morning from now until February 7th. Direct deposit requests will be processed first, followed by requests for paper checks, which will be sent to the mailing address indicated on your Scholarship Request Form. **You will receive your money faster if you request a direct deposit. If you wait until the deadline, your payment may take up to one month to process.**

ELIGIBILITY REQUIREMENTS

- Be an active participant by requesting your money twice per year. **The sooner you submit your request, the sooner you will receive your money.**
- Be enrolled in at least 9 units for the upcoming term.
- Maintain a 2.0 GPA while in college. If your term GPA falls below 2.0, schedule an Academic Advisement Session on campus. Remember, a low GPA **DOES NOT** disqualify you from receiving scholarship money.
- Stay in touch! Inform the Fulfillment Fund on a regular basis of any changes to your address, telephone numbers, and email addresses.

FINAL NOTES

- After your first payment, you may request to defer your scholarship payment for one term. If you have questions about this or any scholarship policy, please contact Karina Santos, Scholarship Operations Manager at 323-900-8734 or via email at ksantos@fulfillment.org.