

Mississippi Association of Student Financial Aid Administrators
Scholarship Request Form

Institution: _____

Address: _____

Date Presented: _____

Scholarship Amount: \$ _____

Expiration Date:

Form must be completed and submitted to Member-at-Large no later than the appropriate date indicated below:	
PRESENTED	EXPIRES
Fall Conference	March 31st
Spring/Summer Conference	October 31st

PLEASE LIST RECIPIENT(S) OF SCHOLARSHIP FUNDS

Student's Name: _____
Hometown: _____
Amount Awarded: _____

Student's Name: _____
Hometown: _____
Amount Awarded: _____

Student's Name: _____
Hometown: _____
Amount Awarded: _____

I hereby request MASFAA to issue a check(s), co-payable to the above referenced school and student(s).

Director of Financial Aid

Date

Mail completed form to:
Nancy P. Gault, MASFAA Member-At-Large
Regional Account Executive
Sallie Mae Education Trust
315 Forrest Boulevard
Columbus, MS 39702

ly: Date Received: _____ Date Disbursed _____ Amount Disbursed: _____ # of Recipients: _____

Procedures for Requesting MASFAA Scholarship Disbursement(s)

1. Each school representative that is a paid MASFAA member will be eligible to submit his/her institution's name for a random drawing.
2. A check request voucher will be given to the institution after the drawing.
3. The institution receiving the scholarship will select the recipient(s) of the award and submit the check request voucher to the Member-At-Large. The voucher must be requested prior to the expiration date, along with the identity of the recipient(s) and requested data.

Conference Awarded Funds	Deadline to Request Funds
Spring/Summer Conference	October 31st
Fall Conference	March 31st

Failure to request funds within the time frame may result in a loss of scholarship.

4. The Member-At-Large will submit an approved check request form to the Treasurer for payment.
5. The Treasurer will mail the check, co-payable to each recipient and institution, along with a list identifying the contributors of the scholarship fund, to the institution.
6. If the institution fails to submit the check request voucher within the designated time frame, a new drawing will be held at the following conference.