

CLAIM YOUR SCHOLARSHIP

How do I receive payment of my award?

COMPLETE THE ONLINE CLAIM FORM

For the 1st installment please upload the following **ONLY from September 1st – 30th 2014:**

- Federal Student Aid Report (SAR) - received upon completion of the FAFSA – or – Receipt of completion of Dream Act Application for AB540 students
- Financial Aid Award Letter from your school's financial aid office – ***complete*** including cost of attendance, gift aid, and loans accepted
- Proof of full-time college enrollment: “Official Verification of Attendance” bearing the university seal and stating your status as a full-time student. This document is available from the University Registrar or Admissions Office. Please note, class schedules WILL NOT be accepted.
- Your student identification number
- The address where you would like your disbursement to be sent/banking account information for direct deposit

For the 2nd installment please upload the following **ONLY from February 1st – March 31st 2015:**

- Most recent Federal Student Aid Report (SAR) – or – receipt of completion of Dream Act application for next school year
- Proof of full-time college enrollment: “Official Verification of Attendance”
- Official transcript, showing first semester/quarter grades. Please note, unofficial transcripts WILL NOT be accepted
- Update Letter: Please write a minimum one-page, typed, single- or double-spaced letter to us which briefly describes your experiences, successes, and challenges up to that point in college. In addition to giving a summary of your experience, you may write about any significant or memorable events in detail.

To Claim Your Scholarship:

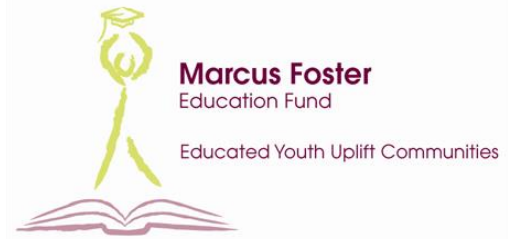
<http://marcusfoster.org/programs/scholarships/claim-your-scholarship/>

Please be aware:

- You will make two requests next school year, one in September and one in February/March
- Scholarship Awards will be sent out within 3-4 weeks upon the completion of your claim form
- We will notify your school's Financial Aid Office of your award by letter when we send you the first installment
- You have **one academic year** to claim your scholarship award. Your scholarship award will be paid in two equal installments. You must make your first request from **September 1-30, 2014** and your second request from **Feb. 1 –March 31, 2015**.
- If circumstances prevent you from enrolling in college full-time in the fall of 2014, MFEF must receive a **completed deferment online form** of your award stating your circumstances and when you will be eligible to claim your award. ***If MFEF does not receive either your required documentation for your first disbursement, OR a request for deferment from you by September 30th 2014, and you do not respond to our attempts to communicate with you, your scholarship will be awarded to an eligible student.***
- You are **required** to complete the FAFSA or the Dream Act application for 2015-2016 in order to claim in the spring.

Questions? Contact us at 510-858-2172 or email tnguyen@marcusfoster.org

Scholarship Program



Frequently Asked Questions

How do I claim my scholarship award?

Please refer to the document given at orientation that outlines the steps you need to take to claim your award. You can also download it from our website. Find it linked from our homepage at www.marcusfoster.org

Who will you pay the scholarship funds to?

We can make out and send your scholarship check to you or to your school. By default your scholarship check will be made out to you and sent to your permanent home address unless you specify an alternate address.

What if I do not enroll in school full-time in the fall?

If you do not take full-time units in the fall, contact us, we can guide you through the simple process for requesting a deferral of your award.

What if I received a scholarship for a 4-year school, but I ended up in community college?

Contact us, we may be able to set up a deferral for you.

I forgot about the disbursement deadline, what should I do?

There are a couple of steps to avoid this problem. First, write the dates that disbursement begins in your calendar or set a reminder on your computer or phone. Second, make it a habit to check the email you listed with us as your primary email at least once per week. We will send you reminders and other important information. If you wish to change your email address with us, you are welcome to do so at any time. If you do all that and still miss the deadline, contact us to discuss deferral.

My friend told me I'm not longer eligible to claim my award, what should I do?

Don't believe your friends. There is no substitute for direct communication with MFEF so if you are uncertain about your award status or whether you can claim your scholarship in the future, reach out to us to know for sure.

Can I send a printed class schedule? Where do I get "Official Verification of Attendance?"

No, we cannot accept a printed class schedule as verification of enrollment. To get an official copy simply visit or call your schools admissions or registrar's office and explain that you need official verification that you are a full-time student. Explain you will use the document to claim a scholarship you received. They will know what you are referring to and can help you obtain it.

