

Lindsay / Sheafor Scholarship Program Requirements Schedule

Scholar Enrollment Requirements			
ITEM	REQUIREMENT	*DUE DATE	
**Enrollment Application for first time applicants	To enroll in the Program, this application must be received and accepted	**ONE TIME application due by June 30 prior to the first school term (if tuition due before July 21, contact program office)	
**Scholar Agreement for first time applicants	Agreement signed by scholar accepting conditions of the Scholarship Program	**ONE TIME agreement to be submitted with the June 30 Enrollment Application	
DEADLINES – Hard dates which must be met by each scholar			
#	ITEM	REQUIREMENT	*DEADLINE
1	Current Scholar Renewal Application	To retain 'scholar in good standing' status this form must be received & accepted to renew the scholar for each school year	Required annually by June 30 for all previously enrolled scholars (if tuition due before July 21, contact program office for deadline)
2	End of Term Report AND Grades Report	Required each term to update the Program Office on scholar status. All information specific to each term (including unreported class changes) must be reconciled by deadlines.	<div style="background-color: yellow; padding: 2px; text-align: center;">Fall term - January 31</div> <div style="background-color: yellow; padding: 2px; text-align: center;">Spring term - June 30</div> <div style="background-color: yellow; padding: 2px; text-align: center;">Summer term(s) - September 15</div>
Tuition Payment Cut-off Dates / Reimbursement Mode			
ITEM	REQUIREMENT	*DUE DATE	
Tuition bill	Original, school-generated bill (see Program Guidelines for alternatives if an original can't be submitted by the Cut-off date)	2 weeks prior to postmark due date tuition payment is required or scholar is in Reimbursement Mode	
Scholar/Parent Term Update Form (including class schedule)	Report changes in scholar and parent address/phone info, <u>class schedule</u> , and Paying Party info (if Reimb mode)	Submit with each tuition bill; and also to be submitted as needed when contact info changes	
*** Receipt for Tuition Payment	Original, school-generated receipt required ***only if institution was not paid directly by the Program	2 weeks before you want your money!	
Notification Requirements			
ITEM	REQUIREMENT	*DUE DATE	
Additional tuition charges (for example: classes added)	Original, school-generated tuition bill, receipt and Scholar Parent Term Update Form (for revised class schedule and Paying Party info)	Any ADDITIONAL tuition charges must be paid directly to the institution by the scholar (Reimbursement Mode)	
Tuition refund (for example: class dropped)	School-generated refund notice (if any) and revised class schedule	As soon as you are notified	
Any class schedule change	Current class schedule	As soon as the change is made	
Any change in school attended (temporary or permanent change)	Contact program office to learn the submissions that will be required for your specific situation	5 weeks prior to the earlier of: the first day of classes or the tuition postmark due date	

*Due dates given are dates the submission(s) should be received at the Program Office.