



## SCHOLARSHIP CHECK REQUESTS

Scholarships are generally defined as payments made to benefit students at an educational institution and are provided to support academic merit or potential. Scholarships never involve any type of service (such as teaching or grading) to be performed by the recipient. Payments not made directly to the student, but for their support (such as payments for housing or tuition) are also considered scholarship payments.

Scholarship payments paid directly to the student should be requested through a CSFPF *Scholarship Check Request Form*. CSFPF will issue the funds to CSUF Student Financial Services. SFS will withhold any amount due from the student to the university and the remaining funds due the student will then be issued by SFS to the student.

Scholarship payments to third parties related to the university (such as CSUF housing) should be requested on a standard check request with the necessary student information and scholarship description noted on the check request. An invoice from the CSUF related third party must be attached. Checks will be issued directly to the CSUF related third party and then reported to Financial Aid.

Scholarship payments to non-CSUF third parties (such as another CSU) should be requested on a standard check request with the necessary student information and scholarship description noted on the check request. Checks will be issued directly to the third party and then reported to Financial Aid.

### ***Completing a Scholarship Check Request***

Scholarships for CSUF students issued from Cal State Fullerton Philanthropic Foundation accounts will be paid directly to CSUF Student Financial Services. SFS will withhold any amount due from the student to the university and the remaining funds due the student will then be issued by SFS to the student. SFS will issue payment to the student usually within 6-8 weeks from the date funds are received from CSFPF.

- ▶ Prepare a CSFPF scholarship check request. Complete all required information, including:
  - Date of request
  - Requesting department
  - Name of requester
  - CSFPF account number
  - Intercampus mailing address
  - Requester's phone/ext
  - Campus Wide ID (CWID)
  - Student's full name



# CALIFORNIA STATE UNIVERSITY, FULLERTON

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Philanthropic Foundation

2600 Nutwood Ave Suite 830, Fullerton, CA 92831 / T 657-278-2786

- Name of scholarship
- Semester of award
- Number of minimum units required (if no minimum, state none)
- Amount of scholarship
- ▶ An authorized account signer (who is an authorized university official) must sign the scholarship check request (two authorized signatures are required for requests over \$3,000)
- ▶ Authorized signers are certifying that the scholarships are being disbursed as appropriate to the restrictions and criteria established for the scholarships
- ▶ Submit the completed and signed check request to CSFPPF
- ▶ CSFPPF will process the check request, payable to the university, within the normal accounts payable processing schedule
- ▶ Check will be delivered by CSFPPF to CSUF Student Financial Services with copies of the scholarship check requests and amounts will be processed by SFS
- ▶ SFS will cut checks to the student

Note: If the scholarship payment is to a third party, such as CSUF housing, complete a standard check request noting the student's name, campus wide ID, semester of award and name of award on the check request. The check will be issued to the third party and reported to Financial Aid.

Intercampus mail Scholarship Check Request Form to: CSFPPF, College Park, Suite #830

Scholarship Check Request Schedule to issue a check to Student Financial Services is the same as shown above for regular check requests. Checks are then delivered to SFS. SFS estimates 6-8 weeks processing time for issuing payment to the student. It is recommended that scholarship check requests are submitted at least two months in advance of when needed. Student Financial Services will mail the check directly to the student; there is no option for pickup of the check by the student or the department. For award ceremonies, departments can prepare certificates for the scholarship recipients in lieu of the actual check.

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