

Scholarship Recipient Notification Form

RCSF Tracking #: 3.00 = 199-001-101 = 1

Recipient Name: **First Last**

UserName: **XXX XXX** Password: **XXX XXX**

Congratulations on being selected for the:
Redlands Community Scholarship Foundation Award
in the amount of: **\$500**

Please register your contact information (mailing address, email address, and phone number) in our RCSF Database as soon as possible, but **no later than July 1, 2019**. This will enable us to contact you and it will also provide you more information on how to request your scholarship payment.

Please follow these general instructions to Register your Contact Information.
(The back of this page contains more detailed information.)

- 1 – Go to **www.redlandsscholarships.org** Click on the **Recipients** page.
- 2 – Click on: **1 – Register my Contact Information**
- 3 – Enter your **UserName**
- 4 – Enter your **Password**
- 5 – Enter your **mailing address, email address, and phone number** and then click **Submit**.
- 6 – **Wait for an email** from the RCSF Webmaster with your **Email Verification Number**.
- 7 – On the **Recipients** page, click on **2 – Enter my Email Verification Number**
Enter: **UserName, Password, and Email Verification Number**.
- 8 – If successful, you will see a “**Registration Complete**” notice at the top of the page.
- 9 – If you received more than one scholarship, you only need to complete one registration.

Please follow these general instructions to create a Request For Payment (RFP).

- 1 – On the **Recipients** page, Click on **3 – Request my scholarship payment**
- 2 – Enter your **UserName** and **Password** Click on the **Submit** button.
- 3 – **Enter the information requested and Select the scholarship(s) you want paid now.**
- 4 – **Download a PDF file and Print a paper copy for each RFP you are requesting.**
- 5 – **Follow the directions on the RFP to receive payment.**
- 6 – **You may return to this page at any time to check on the status of your RFP.**

NOTE: Read the detailed information on the back of this sheet.

Detailed Notes for general information listed on the other side.

UserName, PassWord and Email Verification Number – For easier reading, the numbers are shown with spaces between each group of three digits. When entering these numbers on our website page, you may enter the numbers with or without the spaces.

Email Verification Number - Your Email Verification Number will **expire (change)** each day at midnight (Pacific Time Zone) so you must complete the registration process (Step #7) **on the same day** you entered your email address in Step # 5.

Where you want the check sent – We highly recommend you have the payment check sent to your college because most colleges have a system for receiving scholarship money and then allowing students to pay college expenses from this student account. If you have the check sent to your college, you may request your scholarship payment as soon as you are **officially enrolled** at your college. However, if you want the check sent directly to yourself, you cannot send your RFP until after you have **started classes** since the submitted **documentation must confirm you have already started classes**. We will not send the check until after that date. Also note: if you want the check sent directly to yourself, the mailing address we will use is the one listed in your contact information. Please double-check that it is correct; if not, you need to correct it by repeating step **1 – Register my Contact Information**.

Scholarship expiration date - Your scholarship is payable anytime between July 1st of the year you received it until December 31st of the next year (approximately 18 months). If you received a scholarship payable in increments over a number of years, then the expiration date is extended. Please see the “Earliest Date” and the “Expired Date” for each increment. These dates are available on our website page where you request your payments. A one-year extension to the “Expired Date” may be requested on the RFP website page. An extension request must be submitted **BEFORE** the Expired Date.

Documentation required – The following documents **must be mailed to RCSF** at the PO address listed at the top of the other side of this page in order for us to send a payment check.

1 – **The RFP form**, which you download/print in Step # 4.

A – If your check is being sent to your college, have them verify their correct mailing address.

B – If the check is being sent directly to you, please double-check your mailing address on the form.

2 – An **official validated** copy of your **schedule of classes** which you are enrolled in for the current quarter/semester. Most colleges have a **stamp or seal** which they use to validate documents. **IT IS NOT ACCEPTABLE** to simply print out your schedule of classes from your college website. **The document must be validated by your college and must show your CID# (College ID Number.)** Some colleges print an enrollment verification or class schedule verification on their college letterhead with an electronic stamp or seal; this is also **acceptable validation**.

3. If you are requesting the check be sent directly to yourself, a copy of your **college photo ID Card**, which contains your **CID#**, must also be included with your request.

NOTE: Any request for payment which does not include **ALL of the required items listed above** will be returned without payment. If you have a unique situation, please explain and send to the email address listed on the other side of this page. We process checks twice a month, so it might take up to 30 days, after we receive your RFP, for you to receive payment. Please plan accordingly. **If you are requesting more than one RFP**, they can be combined, and only one copy of items #2 and #3 is required in this combined request.