

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:	
<b>PRESENTED</b>	<b>EXPIRES</b>
Fall Conference .....	March 31st
Spring/Summer Conference .....	October 31st

**PLEASE LIST RECIPIENT(S) OF SCHOLARSHIP FUNDS**

<p><b>Student's Name:</b> _____</p> <p><b>Hometown:</b> _____</p> <p><b>Amount Awarded:</b> _____</p>
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<p><b>Student's Name:</b> _____</p> <p><b>Hometown:</b> _____</p> <p><b>Amount Awarded:</b> _____</p>
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<p><b>Student's Name:</b> _____</p> <p><b>Hometown:</b> _____</p> <p><b>Amount Awarded:</b> _____</p>
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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.