



Liberty High School
Scholarship Committee

850 Second Street, Brentwood, CA 94513
Telephone (925) 634-3521
Fax (925) 516-2581

❖ **SCHOLARSHIP PAYMENT REQUEST FORM** ❖

Scholarship: _____ Date: _____

Student: _____ Telephone: _____

College/School Enrolled: _____

College/School Street Address: _____

City: _____ State: _____ Zip: _____ Last 4 digits of SS# _____

Email: _____

College ID # _____ Year of LHS Graduation: _____

STUDENT- Please attach proof of registration from the college where you're enrolled by submitting a copy of your class schedule, which must show a minimum of 12 (full time) units/credits; or a copy of receipt showing tuition or housing fees paid.

***Scholarship payments will be sent DIRECTLY to your college or university's Financial Aid Office. Payments will NOT be sent to the student.**

Student Signature

Please send a **THANK-YOU NOTE** to the organization or individual who is sponsoring your scholarship. One has been provided for you in your envelope with your donor's address. If you don't have one provided, please take the time to send one. The Career Center can provide the address to you, please contact them.

Scholarships in the amount of \$1000 or less will ordinarily be paid in one lump sum to your college or university Financial Aid Office (dependent on donor stipulations). Scholarships larger than \$1000 will be paid in two or more equal payments. One payment will be made now. **It is your responsibility to file a new request for each remaining payment. Additional payments can be requested at the beginning of each new quarter or semester, dependent on donor stipulations.**

Your scholarship must be **initiated** within one year of graduation. If not **initiated** within the allotted time, the scholarship will be forfeited. For questions, please feel free to contact the College and Career Center.

***Scholarship payments will not be processed between June 1st – August 1st. Requests not in one week prior to the end of Liberty's school year (year request is being made in) are not guaranteed to be processed.**

Ms. Gonzalez
Career Center Coordinator
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*updated
5/13/2021