



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: _____

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, university, trade, technical school's Financial Aid Office. Payments will **NOT** be sent to the student.

Please write 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 scholarship's name. **Your payment request will NOT be processed until you submit your thank you note to the Career Center, Ms. Gonzalez will mail them out to the individual donor.**

Student Signature

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
College and Career Center Coordinator
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*updated
5/2023