



UNIFORM SCHOLARSHIP REQUEST FORM

To: Miss Greater Derry Scholarship Program, Inc.
Attn: Scholarship Request
P.O. Box 934
Derry, NH 03038

From: _____

Today's Date: _____

Date of Program for which I am requesting funds: Month/Year _____

Amount Requested: \$ _____

Date that you need funds: _____

Must allow two weeks.

To whom should check be made payable: (School, book store, student loan payment, other)

To whom should check be mailed: (Directly to school, or to my address. Must fill out completely.)

Attach documentation of e.g.: (copies of bills are acceptable)

Tuition bill showing an amount due of at least equal or more than amount requested.

Book store "credit card" request (here we make check payable to your book store from which you may draw down).

Student Loan Coupon for each month you wish paid.

Taxpayer Identification number for any individual.

Remember: most college bookstores, e.g. UNH, allows a credit on your behalf based on a letter from Miss NH indicating how much you have in our escrow account.



GUIDELINES FOR REQUESTING SCHOLARSHIP MONIES:

Please download and complete the Uniform Scholarship Request form and fill out completely. Include all necessary documentation and address as follows:

Miss Greater Derry Scholarship Program, Inc.
Attn: Scholarship Request
P.O. Box 934
Derry, NH 03038

Please do not address scholarship requests to Danielle Jean-Cowan, as these will be forwarded to her home address, delaying your payment.

You may request to be reimbursed for bills you've already paid, but you must provide complete documentation. If you've paid for books or classes on a credit card, you must provide a copy of the credit card bill **as well as** a copy of the original bill from your school or school bookstore. Reimbursements cannot be made without complete documentation.

As per your contract, you must allow two weeks for your bill(s) to be paid. No exceptions will be made.

If requesting monies for your college bookstore account, please provide documentation from the bookstore to be paid.

You are required to exhaust all funds from each local in the order of the fiscal year in which you won the funds, followed by the Miss NH Program for that year. Then you may go to the next year. E.g. request all FY 2002 funds from Locals, then FY 2003 from State, then onto FY 2004 programs, etc.

Please be aware that if the appropriate and complete documentation is not provided, this will delay the processing of your request. No scholarships will be paid without the proper documentation.

Should you have any questions or concerns regarding scholarship requests, please contact our Director, Danielle Jean-Cowan at daniellecowan@comcast.net.

Thank you for your involvement in the Miss Greater Derry Scholarship Program and best wishes in your educational endeavors.