



FOOTHILLS
EDUCATION
CHARTER HIGH SCHOOL

Disbursement/Funding Scholarship

Site Level:

1. Student will need to provide proof of enrollment such as a copy of the student's schedule from the institution of their choice or a copy of acceptance into the military.
2. Site Director or Registrar will make a copy of the documentation provided and email it to the Central Office.
3. Upon receipt of the check, notify the student. Have them sign the "Receipt of Scholarship" form and send to Central Office.

Central Office Level:

1. Checks will be issued within 60 days of the student starting their post-secondary program or the military.
2. Checks will be made payable to the student.
3. Checks will be sent to the Site along with a receipt of scholarship fund
4. The scholarship will be listed as paid on the Spreadsheet.