

Instructions for Collins Scholarship Disbursement/Check Requests:

Whether this is your first request, or your last, this list is a good resource for you to keep in mind.

- Complete an online check request PDF form, available at www.collinsscholarship.org. “Save as” on your computer, so you can email a copy of your form once complete.
- Details matter! In the “Payable to” space – where do you want your money to go? This needs a complete address. If you need multiple checks to go to different people/addresses, then you need a check request for each. If your money is going to the same recipient/address, you only need one check request. Make sure you use account numbers, or student IDs, where indicated so that the money may be applied correctly. NOTE: It is typical for checks to ‘get lost’ in the college/university system when the check lacks complete information.
- If your check request is paying for rent or room and board, we will need to get a copy of your lease or housing agreement to keep on file. You need to indicate the month(s) that you want your rent to cover on each request whether you pay month-to-month or for the semester.
- If your check request is for anything other than rent, you will need to submit a receipt, invoice, or official document showing the expenses to be paid, or reimbursed for. You may scan documents, or use your phone and take a photo to submit an image of the necessary documentation. (The image must be readable.)
- Check requests and documentation must be emailed to sejohnson@cisd.org.
- Typically, check requests are submitted to the bank each Wednesday, and are mailed by Friday. Please note that CISD is closed July 6-10, 2015.

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