



Scholarship Office – Address Verification Form

All Scholarship requirements must be fulfilled within the Fall and/or Spring semester of the awarding year. SMC Scholarship winners, please refer to your scholarship award letter for additional instructions.

Unclaimed scholarships will be forfeited, including non-campus based scholarships which will be returned to the donor/agency after twelve (12) months.

Please follow these Mandatory Guidelines:

- **Continuing – SMC students:**
Scholarship winners must submit Proof of Enrollment (**Bursar’s** receipt of classes), Thank You Letter(s) in the name of the donor or organization, and this address form. All must be submitted no later than the end of the awarded semester. **Note:** some awards are given in two (2) parts usually for **Fall and Spring** please see your award letter(s). **Thank you letters are to be submitted, one time only, during the Fall semester. Proof of Enrollment will still be needed if also awarded for the Spring. GPA and units must be maintained.**
- **Transfer Students: (must transfer in the Fall)**
Scholarship winners must submit Thank You Letter(s) to the Scholarship Office, as soon as possible along with this address form.
- **In-Coming High School Students:**
Scholarship winners must submit Proof of Enrollment (**Bursar’s** receipt of classes), Thank You Letter(s) in the name of the donor or organization, and this address form. All must be submitted no later than the end of the awarded semester. **Note:** awards are given in two (2) parts for **Fall and Spring**. **Thank you letters are to be submitted, one time only, during the Fall semester. Proof of Enrollment will still be needed for the Spring.** *Please turn in additional papers to the Outreach Office on campus.
- **Non-Campus Based Scholarships:**
Scholarship winner from an outside campus source must submit Proof of Enrollment (**Bursar’s** receipt of classes) for the semester(s) indicated in the documents form the donor/agency. Unclaimed awards will be returned to the sender at the end of each year that the check is dated.

***All awards are intended to help students pay for tuition and other college expenses. However, it is your responsibility to be prepared to pay these expenses in advance of receiving the award.**

- It is also your responsibility to provide us with a current address, telephone number, and any other changes (i.e. name change) to the Scholarship Office before the check is written.
- The scholarship check must be cashed within two months. No exceptions! **Otherwise you will forfeit your award.**
- In the event of a lost or stolen check, it must be reported to the Scholarship Office immediately. We will work with you and the bank to get it replaced.
- ***Your Signature on this document indicates the acceptance of your responsibilities as Scholarship Awardees. Please return this form, signed and dated to the Scholarship Office. (Please make a copy of this document for your files.)***

Name: _____	Phone: () _____
Address: _____	
City: _____	State: _____ Zip Code: _____
E-mail: _____	Student ID # _____
Signature: _____	Date: _____