

**CONCORD SCHOLAR AGREEMENT FOR DISBURSEMENT OF FUNDS**  
**(Form to be completed only in Fall 2018 - one time; unless multi-year award each year)**

To facilitate a user friendly process whereby the Concord Scholar receives check payment in a timely manner and Concord Church receives the appropriate documentation, the agreement is as follows:

**The Concord Scholar agrees to:**

1. Provide his/her current campus contact information(Dorm, room number, campus e-mail, phone number) on the Scholarship Disbursement Request Form;
2. Provide financial aid/scholarship campus contact information (Person's name, address, phone number, and e-mail) on the Scholarship Disbursement Request Form;
3. Complete and sign Scholarship Disbursement Request Form. This form can be accessed at [www.concorddallas.org/scholarship](http://www.concorddallas.org/scholarship);
4. Provide **most recent official transcript (high school and/or college)**; **official college registration** and **college class schedule** of enrollment for Fall and Spring on school's letterhead signed by Registrar's office or printed from university website indicating url;
5. Submit the required documents by postmarked on or before **September 15, 2018** for Fall 2018 and on or before **February 1, 2019** for Spring 2019;
6. Send any inquiries and/or concerns to [scholarship@concorddallas.org](mailto:scholarship@concorddallas.org);
7. Be in full-time enrollment for Fall 2018 and Spring 2019;
8. Adhere to guidelines in your award letter for full-time enrollment for both Fall 2018 and Spring 2019;
9. **Note and understand** if you did not obtain the GPA (2.5/4.0) and did not complete the number of credit hours (minimum 12 hours undergraduate and 6 hours graduate) stated in your award letter for Fall 2018 enrollment, the check payment for Spring 2019 is forfeited and you, the Concord Scholar, is not eligible to receive **any** Concord Church scholarship; .
10. **Note: Allow two (2) weeks for the check payment process to be completed at Concord Church.**

**The Scholarship Ministry agrees to:**

1. Provide an informational session on scholarship disbursement for Concord Scholars and their parents;
2. Provide draft copies of documents used for Scholarship Disbursement;
3. Process completed and signed Scholarship Disbursement Request Form when current official transcript(s), fall or spring class schedule and the proof of official registration for Fall 2018 or Spring 2019 is received on or before designated dates;
4. Prepare check payment letter for school with the appropriate certified mailing documents to be given to Concord Finance Department for disbursement of payment;
5. Provide award letter with Certificate to Concord Scholar at the Recognition/Reception Program in May 2018;
6. Communicate with Concord Scholars regarding any concerns and /or inquiries;
7. Maintain contact with Concord Scholars; and
8. Inform Concord Scholars when scholarship information for 2019 is available.

**By signing this document, both parties are in agreement and will follow what has been outlined.**

\_\_\_\_\_  
Concord Scholar

\_\_\_\_\_  
Date

\_\_\_\_\_  
Scholarship Ministry Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Family Life Ministries

\_\_\_\_\_  
Date Rev. 6/2017

*We Grow Scholars, Continues!*



**SCHOLARSHIP MINISTRY**

**2018-2019 GUIDELINES TO RECEIVE SCHOLARSHIP AWARD FOR FALL & SPRING SEMESTERS**

**Please read and follow the guidelines for each semester. You will not be contacted to submit any documentation. Failure to comply, will result in forfeiture of payment for that semester.**

**FALL SEMESTER (Check list below before you send any documents)**

1. Sign Concord Scholar Agreement for Disbursement of Funds (**submit only in the Fall**);
2. Complete and sign Scholarship Disbursement Request Form. This form can be accessed by [www.concorddallas.org/scholarship](http://www.concorddallas.org/scholarship)
3. Submit current official transcript(s) for high school indicating graduation and/or college (dual credit or early college); current undergraduate and/or graduate official transcript
4. Submit proof of **official registration** and **college class schedule** for Fall 2018 enrollment. Please note information in your award letter that was given to you at the Recognition/Reception Program in May 2018; and
5. **THE REQUIRED DOCUMENTS MUST BE POSTMARKED ON OR BEFORE September 15, 2018** for Fall 2018.

**SPRING SEMESTER (Check list below before you send any documents. Also, refer to your award letter.)**

1. **Note and understand** if you did not obtain the GPA (2.5/4.0 scale) and did not complete the number of credit hours (minimum 12 hours for undergraduates and 6 hours for graduates) stated in your award letter for Fall 2018 enrollment, the check payment for Spring 2019 is forfeited and you, the Concord Scholar is not eligible to receive **any** Concord Church scholarship; .
2. Complete and sign Scholarship Disbursement Request Form. This form can be accessed at [www.concorddallas.org/scholarship](http://www.concorddallas.org/scholarship);
3. Submit **official transcript** for Fall grades, proof of **official registration** and **college class schedule** of enrollment for Spring 2019 on school's letterhead signed by Registrar's office or printed from university website showing url; and
4. **THE REQUIRED DOCUMENTS MUST BE POSTMARKED ON OR BEFORE February 1, 2019** for Spring 2019.

**ALLOW TWO (2) WEEKS FOR THE CHECK PAYMENT PROCESS TO BE COMPLETED AT CONCORD CHURCH.**

Concord Church Scholarship Ministry  
P.O. Box 765211  
Dallas, Texas 75376-5211

(Proof of delivery confirmation or other of tracking is recommended.  
**DO NOT SUBMIT OR MAIL MATERIALS DIRECTLY TO CONCORD CHURCH.**)

Completed documentation not received by the specified deadline date, your scholarship award will be forfeited.

**AWARD CHECK PAYMENT IS MADE PAYABLE TO THE SCHOOL; EQUALLY DIVIDED FOR TWO TERMS OF ENROLLMENT FOR ONE ACADEMIC YEAR, UNLESS SPECIFIED.**

Rev. Bryan L. Carter, Senior Pastor  
Rev. Rodney Lara, Senior Associate Pastor, Family Life Ministries  
Dr. Rosalyn Walker, Scholarship Chair

Rev.6/2017



**2018-2019 DISBURSEMENT OF SCHOLARSHIP FUNDS REQUEST**

(Please type and mail, with official enrollment/class schedule for Fall 2018 and Spring 2019. DO NOT SEND HANDWRITTEN OR CHANGE FORMAT/FONTS.)

Name:		
Campus Address:		
City:	State:	Zip Code:
Campus/Personal Cell Telephone Number:		Personal Campus E-mail Address:
Social Security Number (last 4 digits)		Student ID Number:
Name of College/University:		
Scholarship Contact Person/Title & Department:		
Address:		
City:	State:	Zip Code:
Telephone Number:		E-mail Address:
Scholarship Award Amount:		
Semester Enrolled:     ___ Fall     (yr.)                     ___ Spring     (yr.)		
Recipient Signature:		
Scholarship Ministry Approval:		Date:

**ALLOW TWO (2) WEEKS FOR THE CHECK PAYMENT PROCESS TO BE COMPLETED AT CONCORD CHURCH.**

<b>Official Use Only</b>	
<u>Business Office</u>	
Date Received	_____
Date Disbursed	_____
Check #	_____
Signature	_____

**Concord Church Scholarship Ministry**  
**P.O. Box 765211**  
**Dallas, Texas 75376-5211**  
**(214) 331-8522**

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