

The John and L A Spears Foundation  
Request for Scholarship and Book Payment

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

This payment request is for the \_\_\_\_\_ Semester/Quarter 20\_\_\_\_

Send payment for scholarship and books to – Name and address of College or University:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount Requested:

Tuition and Fees\* \_\_\_\_\_

Books \_\_\_\_\_

Less other scholarships \_\_\_\_\_

Total Requested \$ \_\_\_\_\_

WE ARE NOT ALWAYS IN THE OFFICE. IF YOU SEND YOUR INFORMATION BY MAIL OR DELIVERY SERVICE REQUIRING A SIGNATURE IT MAY BE DELAYED OR RETURNED TO YOU.

For your payment to be processed, the following are **required**.

- A copy of your official transcript for the prior semester or quarter. The transcript may be sent directly by the college or university.
- The final bill for current tuition (listing all charges and scholarships)
- Copies of receipts for books purchased
- ***Fall semester reimbursement documentation MUST be received by the Foundation by January 31. Spring Semester reimbursement documentation MUST be received by the Foundation no later than June 30.***

The payment will be made for the lesser of the amount requested above or the limit approved for your scholarship. All scholarship payments will be made payable to you and the college or university.

\* Fees of a personal nature including but not limited to Activity, Athletic, Health, Recreation, Facility and Transportation are not included in the scholarship award.