

PARTICIPANT REQUIREMENTS & PAYMENT GUIDELINES

You are required to verify that your school's Financial Aid/Business Office was notified of your scholarship. CAHEC has sent a copy of your award letter and "Payment Authorization Letter" to this office.

You are required to submit your course syllabi to CAHEC. CAHEC will only reimburse for books and supplies included on your course syllabus. Such items may include text books, calculators, lab equipment, etc. A copy of the syllabus must be submitted to CAHEC before payment can be processed. If certain items required by the class do not appear on the actual syllabus, you must provide written documentation from your course instructor stating the item is acceptable. CAHEC will not reimburse items not on the syllabus without this written documentation. Please make sure you submit this information as soon as possible!

You are required to notify CAHEC prior to withdrawing from a course. If you drop a course that is paid for by CAHEC's Adult Scholarship Program within the drop/add period, CAHEC expects to be reimbursed for the cost of that class. If you drop a class after the final reimbursement date then the cost of that class will be applied against any remaining funds from your Adult Scholarship for the remaining year. Events beyond a student's control that lead to an unanticipated withdrawal from school will be considered by CAHEC on a case-by-case basis and will require a written and signed explanation by the student. CAHEC reserves the right to decline any participant from future Adult Scholarship Program funding if they withdraw from sponsored courses.

You are required to pay any remaining unpaid tuition and fees, books and supplies, or other charges not approved by the Adult Scholarship Program. It is CAHEC's sole discretion to approve/not approve expenses.

You are required to confirm the receipt of payment by all third party agencies (i.e. educational institution offices, bookstores, etc.). After funds have been disbursed, CAHEC will send you a "Payment Notification Form" indicating who was paid, in what amount, and on what date. It will also indicate what amount, if any, of your scholarship funds are available for future semesters.

You are required to submit a "Renewal Application" in order to receive the remaining portion of your original Scholarship amount or request additional Scholarship monies.