



## INSTRUCTIONS TO USE YOUR WA SCHOLARSHIP FUNDS

Please read these instructions thoroughly to know what is expected of you and what you can expect from WA Scholarships. If you have any questions, please contact us: [scholarships@wa.childcareaware.org](mailto:scholarships@wa.childcareaware.org)

### One time Instructions

1. **REQUIRED:** Complete and return the EFT (Direct Deposit) Payment Authorization Form. Use this form whenever you need to change, or cancel payments directly deposited into your account. Child Care Aware of Washington uses direct deposit for book and other reimbursements.

### Annual Instructions

2. **REQUIRED:** Meet with your college's ECE Advisor to discuss your ECE course of study. Complete and return the Academic Advising Worksheet, making sure to have the form signed by your ECE Advisor. Washington Scholarships will only pay for courses that pertain to ECE certificate or degree. **This is due by the end of the first quarter of each scholarship contract.**

### Quarterly Instructions

3. **REQUIRED:** Immediately send WA Scholarships your student schedule after registering. Include a copy of that quarter's financial aid award letter if applicable. Once we have approved your coursework, we will send a voucher to the Business/Financial Department of your college within 24-48 hours.

**NOTE:** Washington Scholarships will not pay for parking, sports, out-of-state tuition and other fees not related to tuition, such as admission and application fees. **The college applies WA Scholarship funding AFTER your Federal Financial Aid quarterly GRANT funding is applied to your tuition balance.**

*If for any reason, you drop (or want to switch a class), you must inform Washington Scholarships staff. You must contact the registrar's office at your college to officially withdraw, add, or drop a class. Each college has its own guidelines and deadlines for this process. You will be responsible for any costs incurred if you drop or withdraw after the 100% refund deadline.*

4. Stop at the college Financial Aid/Cashier's office and ask them to put your account on hold while the voucher is processed so you do not have to pay for the class out of pocket.
5. **OPTIONAL:** Purchase required books and materials, and save receipts. Submit a completed Reimbursement Claim (Form B), with copies of receipts. This form must be completed and submitted by the quarterly deadlines noted on the form.
6. **OPTIONAL:** Submit your Release Time Reimbursement Claim (Form C), if applicable. Form C's will be reimbursed twice each quarter. All Form C's must be received by the quarterly deadlines noted on the form.
7. **REQUIRED:** Submit your grades (unofficial transcript) at the end of each enrolled quarter.

EXAMPLE OF STUDENT SCHEDULE

JAN 1, 2014

COLLEGE NAME  
STUDENT SCHEDULE

TERM: FALL 2014

SID: 999-99-9999  
STUDENT NAME  
STUDENT ADDRESS  
STUDENT ADDRESS

Citizen: Y  
Residency Status: 1 RESIDENT  
Program:  
Advisor:

Vet Status:  
Fee Pay Status: 01 RESIDENT  
Intent:  
Adv Phone:                      Bldg/Room:

Course ID: BUS& 101	Title: Intro to Business		
Section: OL1	Item: 2180	Units: 5.0	
Bldg/Room:	Days: ARRANGED	Instructor:	
Start Time:	End Time:		
Start Date:	End Date:		
Grade:	Fee Pay:	Class Fee:	
Course ID: CJ& 101	Title: Intro Criminal Justice		
Section: OL	Item: 3052	Units: 5.0	
Bldg/Room:	Days:	Instructor:	
Start Time:	End Time:		
Start Date:	End Date:		
Grade:	Fee Pay: 80	Class Fee: 106.34	
Course ID: ENGL&102	Title: Composition II		
Section: OL2	Item: 3740	Units: 5.0	
Bldg/Room:	Days:	Instructor:	
Start Time:	End Time:		
Start Date:	End Date:		
Grade:	Fee Pay:	Class Fee:	
Course ID: MUSC&105	Title: Music Appreciation		
Section: OL	Item: 6153	Units: 5.0	
Bldg/Room:	Days: ARRANGED	Instructor: Start Time:	
End Time:			
Start Date:	End Date:		
Grade:	Fee Pay:	Class Fee:	

TOTAL CREDITS    20.0

TUITION CHARGES ..	XXXXX	PRIOR PAYMENTS ...	.00
FEE CHARGES.....	XXXXX	COVERED BY FINAID	.00
	=====		=====
TOTAL CHARGES ....	XXXXX	TOTAL PAYMENTS....	.00
		TOTAL DUE .....	XXXXXX

