



SCHOLARSHIP DISBURSEMENT REQUEST FORM

Please allow for 2-3 weeks of processing time for each request

QUESTIONS: contact the YEF Office at (915) 434-0505.

Student Name: _____ Date of Request: _____
 College Attending: _____ University ID: _____
 Student's Mailing Address: _____ City: _____
 State: _____ Zip: _____ Primary Phone: _____ Alternate Phone: _____
 Email: _____
 Scholarship Awarded: _____ Year Awarded: _____
 Disbursement Request Amount: \$ _____ Payable to: _____

Purpose of request: (see guidelines below)

Tuition Books Housing Travel Computer Equipment/Calculators Other Items (approval required)

Scholarship Request Guidelines:

- (1) Recipients must be enrolled in a four-year college or university and maintain a **2.0 GPA** to draw upon funds. Please **notify** the YEF Office of enrollment each semester by sending an electronic copy of your class schedule and a copy of your transcript for filing purposes.
- (2) Scholarship funds are held in trust by the Ysleta Education Foundation until requested by the recipient. It is advised that the recipient use other scholarship funds before requesting YEF funds, however, **usage of the YEF scholarship funds must begin within a 2-year period beginning immediately after graduation up to the end of August 2 years later.** Failure to begin usage within this 2-year time frame will cause scholarship recipient to relinquish all funds.
- (3) Scholarship funds should be used to further the recipient's education and can only be used for the following:
 - a. **Tuition and Mandatory Fees**
 - b. **Books** as required by instructor or college course instruction.
 - c. **Housing** in a college approved dormitory or off campus housing (not residing with parents or relatives). Must provide lease agreement.
 - d. **Travel** - Available twice a year for student attending an out-of-town university (more than 200 miles from student's registered permanent residence) limited to and from permanent home residence and college that student is enrolled in. Travel is restricted for student recipient only by air or ground. Travel by personal automobile will be reimbursed at the current IRS approved mileage rate or the lowest airfare available, whichever is lowest.
 - e. **Computer equipment and calculators.** Student may not use scholarship funds for personal musical devices, digital cameras, extended warranties, service agreements or other computer equipment deemed not necessary by the Ysleta Education Foundation.
 - f. **Other items** such as course required materials may be requested and can only be approved by the Ysleta Education Foundation.
- (4) Scholarship funds may **not** be used for personal expenses such as clothing, auto vehicles, or personal insurance. Special requests will be considered by the YEF Board of Directors.
- (5) **Required documents: Tuition Statement and Class Schedule for the semester that you are requesting the disbursement. After first college semester completed, must also submit unofficial transcript to verify 2.0 GPA has been met.**
- (6) Copies of receipts **must be submitted** within three weeks of receipt of funds. Failure to submit receipts matching the draw from the students' account will require the student to reimburse the Ysleta Education Foundation for the entire amount within **90 days**. Should receipt amount be less than the amount drawn, student must return unused portion of funds.
- (7) **Unused scholarship funds are relinquished by the recipient FIVE years after the date of high school graduation.** Under special circumstances, fund extensions will be reviewed by the YEF board upon written request.

I acknowledge the above policy by the Ysleta Education Foundation and understand that receipts must be provided within 3 weeks after receiving the YEF scholarship funds. If I fail to submit receipts matching the reimbursement request, my account will be frozen and I will be required to immediately reimburse the Ysleta Education Foundation.

Recipient Signature

Date

**Submit this form along with required documents via mail to YEF, 9600 Sims Dr., El Paso, TX 79925
OR email to yef@yisd.net OR fax to (915) 435-9631.**