



## HOW TO CLAIM YOUR CHERRY AWARD

If you have been selected to receive a Cherry Scholarship or Cherry Book Award in the past two years, you may request payment of some or all of your award by e-mailing the information below to

Bill Speth - [bill.cherryscholarship@gmail.com](mailto:bill.cherryscholarship@gmail.com)

### PLEASE PROVIDE:

1. Name of award recipient
2. Student ID number
3. Name of the school you are attending.
4. The address of the office or department (e.g., Financial Aid Office) where we can send your award.
5. A screenshot or other evidence of the classes you have registered for and plan to take. (***Please note:*** *Award recipients must take at least 12 credit hours per semester {or annual equivalent} to qualify as "full time" or at least 6 credit hours per semester {or annual equivalent} to qualify as "part time."*)
6. The amount you wish us to send to your school - you may request the full amount of your award or some portion.

### IMPORTANT:

- Generally, we will only send your award directly to your school for payment of tuition, room, board and other educational expenses. Direct payments to award recipients for reimbursement of educational expenses will be approved on a case-by-case basis.
- Please request payment of your award at least 2-3 weeks before it is due at your school. We will process payments when all information has been received. We will notify you when the award check is sent; please follow up with your school to ensure they receive the payment.
- You may claim your Cherry Award within **two years** of receiving it. Requests for award payments received after the two-year window will not be accepted.