



## **CITY OF LA PUENTE**

### **GUIDELINES FOR RECEIVING SCHOLARSHIP AWARD FUNDS**

Scholarship funds may be used **only for** tuition and books after July 1, 2018. Tuition will be paid directly to the school or reimbursed to the student upon proof of expenditure (receipt of payment); the payment for book will be treated the same way. The funds do not have to be used all at one time, but must be spent by June 30, 2019. Funds may be expended anytime throughout the academic year for which the scholarship was awarded.

**To receive award funds, be sure you have original statement or receipts. Be sure to maintain your receipts; reimbursement will not be made without proof of payment.**

**To receive the scholarship award funds, the recipient must follow these guidelines:**

#### **TUITION:**

1. You must present the City with a tuition statement from the institution to which you have applied. The statement must include the name of the school, the academic period and the name of the registrant. A check will be issued directly to the institution.
2. If you are seeking tuition reimbursement, please submit receipt from the institution indicating the amount paid. The receipt must include the name of the school, the academic period and the name of the registrant. A check will be issued directly to you for reimbursement of tuition. Please provide a copy of your school I.D. and current class schedule at the time you submit the required information.

#### **BOOKS:**

1. You must present the City with a statement from the school bookstore for the cost of the books to be purchased. A check will be issued to the school bookstore for the cost of the books.
2. If you are seeking reimbursement for books purchased, please submit original receipt from the bookstore indicating the amount paid. A check will be issued directly to you for reimbursement of the books.
3. If you are seeking reimbursement for books you must submit a copy of your school I.D. and current class schedule.

**Please contact Recreation Coordinator, Adriana Dominguez at (626) 855-1561, or e-mail her at [adominguez@lapuente.org](mailto:adominguez@lapuente.org) if you have any questions.**