



**You will be issued one \$500 check per semester (Fall 2024/Spring 2025):**

- Fall payment can be issued any time after July 1.
- Spring payment can be issued any time after December 1.
- If your school is not on a standard 2 semester schedule, please contact me and we can discuss your options.
- Your check will be made payable to your school, but mailed to you to submit for payment.

**Required Items: You are required to submit the following 3 items *together at the same time:***

1. **Payment Request Form** – This needs sent every time you submit for payment. This is to ensure we have your correct mailing address and the correct name of the school. Checks will **NOT** be sent to the school.
2. **Grades** – Please make sure that it shows your name and what term the grades are from, otherwise it cannot be accepted.
  - High School Grads - send final grades.
  - College students - send prior semester's grades.
  - Non-traditional - grades waived for first semester in program.
3. **Invoice** – The invoice from your school is the bill showing what is being charged for the semester, what has or has not been paid, and a balance.

The following are **not accepted** :

- Award Package
- Financial Aid Summary
- “Estimated” Cost of Attendance
- Balance only – we need the detailed invoice
- Housing Deposit

**Submission:** Email, mail, or hand deliver your request to the Foundation office:

Mon Health Foundation  
Attn: Joanna Wiley  
1200 JD Anderson Drive  
Morgantown, WV 26505  
[Joanna.Wiley@VandaliaHealth.org](mailto:Joanna.Wiley@VandaliaHealth.org)

**Payment:** Once your request is received in the Foundation, allow 2 weeks for your check to be mailed from our accounting department.



## Scholarship Payment Request Form

Date: \_\_\_\_\_

Your name: \_\_\_\_\_

I am requesting my scholarship payment for:            Fall 2024            Spring 2025

Name of your school: \_\_\_\_\_

Your mailing address: \_\_\_\_\_

Address

\_\_\_\_\_

City

State

Zip

\_\_\_\_\_

Email

### Important Notes:

- **Have you included your most recent grades and a valid invoice with this request?**
  - Yes.** Fantastic! Your check should be mailed within 2 weeks.
  - No.** Sorry, your check will be delayed until all 3 items have been received.
- **IMPORTANT CHANGE:** Due to tax changes and regulations, the check can only be made payable to your school. If you have a credit balance, your school should refund you.
- Because our accounting department is off site, all checks must be mailed.
- We can NOT mail the check to the school. You are responsible for getting payment to your school.
- Once your request is received in the Foundation, allow 2 weeks for processing.

Questions? Call Joanna at 304-598-1243; [Joanna.Wiley@VandaliaHealth.org](mailto:Joanna.Wiley@VandaliaHealth.org)