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**Scholarship Payment Form for Renewing Scholars –** 2016-17

**Instructions:** To receive scholarship payment, Asian Pacific Fund scholars must complete and return this Scholarship Payment Form with proof of enrollment, official transcript and update letter. You will only need to complete this form **once** at the beginning of each academic year, unless your contact information changes. **There are four steps to complete.**

Your scholarship funds can be sent to you either by **check** or by **electronic fund transfer** via an “authorized payer” account to your student account (if your college offers that option). Checks will be mailed to your school address and made payable to you and your college/university.

We recommend that you complete and send this form **3 weeks** before your payment is due to allow for processing and additional signatures. **Note:** Receiving your funds by wire transfer OR timing your check submission to the bursar can affect your getting the optimal value of your scholarship and avoiding a negative effect on your other financial aid.

**Step 1: Please complete the following and email or mail this information:**

Last Name:       First Name:

Mailing Address for check:

City:       State:       Zip Code:

Student ID number:

Telephone (with area code):

Email (Primary/school account):

Name of Scholarship:

College or University:

College/University school system (mark one): Quarter  Semester

Quarter or Semester and Year of Admission (ex. Fall 2008):       Term       Year

Tuition Payment Deadlines for the Academic Year:

     /     /           /     /           /     /

(mm) (dd) (yyyy) (mm) (dd) (yyyy) (mm) (dd) (yyyy)

For wire transfers: Website address:       Account name       Password:

**Step 2:** **Provide proof of registration for the current quarter/semester.** This may be a copy of your class schedule or verification from your registrar’s office.

**Step 3:** **Send an official transcript with grades** **from the previous quarter/semester.** Only **official transcripts** will be accepted to verify grades.

**Step 4: Write update letter to be sent to the donor who is supporting your scholarship.** We suggest that you summarize your academic experiences over the past term and how the scholarship money has helped.

Please remember to consider the time needed to obtain these documents. You and your registrar can send the information and documents together or separately:

**a) via email to:** [scholarship@asianpacificfund.org](mailto:scholarship@asianpacificfund.org)

For email, please include the student’s name in the subject line.

**b) via US mail to:** Asian Pacific Fund, 465 California Street, Suite 809, San Francisco, CA 94104

**c) via fax to:** (415) 986-2040

**Questions? Contact scholarship manager Sue May at (415) 395-9985 ext. 300.**