

Scholarship Request for Payment Procedure And Requirements

Use the following procedure to request payment for Level I Project achievement scholarships, Level II Project achievement scholarships, 4-H college scholarships earned through the application process, and select scholarships earned through livestock shows and Dairy Product Judging competitions.

Student Responsibility:

A 4-H member is eligible to collect their scholarship(s) after successfully completing a semester of college as a full time student. Once they have completed a semester, they need to complete form F837 and send it to their agent along with a transcript. Form F837 is located on the website under "Forms and Materials".
https://4h.tennessee.edu/Pages/forms_materials.aspx

4-H College Scholarships by Application recipients will request payment for scholarships awarded using the College Application Program/ Payment Request. See User Guide - Payment request online (link above).

- Transcript requirements:** The transcript does not need to be official, but the following information is required:
 1. Student name printed on the transcript
 2. Major/department
 3. GPA & show recipient is a full-time student
 4. Courses registered to take the next semester

Agent Responsibility:

Check the following information:

- Form F837
 - Is the information clear and correct?
 - Double-check with the student to make sure the school mailing address is correct. An incorrect office/address can delay having the money credited to the student's account.

- Check transcript requirements. Failure to include any of the information required on the transcript or form will delay the process/payment.
- Request for payment can be sent by mail to the state 4-H Office (address is on Form F837) or by the UT Vault e-mail system.
<https://vault.utk.edu/>
The UT Vault is a Secure Courier system.*
- Within the UT Vault system, send the document to tn4h@utk.edu

***Do not use regular e-mail to send personal documents.**

Student and Agent responsibility after submitting Request for Payment:

Shortly after the request for payment is complete, the agent will receive a letter notifying the check was sent to the school requested. In addition, donor information will be included in the letter for the student to write and send a thank you note/letter. Donors are motivated to continue giving when they receive acknowledgement and appreciation for their generosity and interest in making it possible for a 4-H member to pursue an advanced education. They are interested in knowing how the 4-H member is doing as they further their education and what their short-term and long-term plans are.

Agents should follow-up with the recipient to make sure they have written and sent a note or letter to the donor(s).

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