

**2024-2025 Request to Change Scholarship Allocation**

The Office of Financial Assistance and Engagement policy regarding outside scholarships is as follows:

Scholarships under the amount of \$500 will be awarded to the student in one semester unless otherwise notated in a letter or instruction packet indicated by the scholarship donor/ foundation. Scholarships of \$500 or more, are divided equally between Fall and Spring unless otherwise notated by the scholarship donor/ foundation.

Please use this form to request an outside scholarship to be applied for a specific semester.

**Student Information**

Name: \_\_\_\_\_  
Last First Middle Maiden

Social Security No (**Required**): \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Student ID: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ RCC Email: \_\_\_\_\_

Scholarship Name: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Please provide an explanation as to why you want your allocation changed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check the box for the term you are requesting the scholarship to be applied:

 **Fall 2024** **Spring 2025** **Summer 2025**

***NOTE: This form is only applicable for the scholarship listed above. If you wish to complete the process for another scholarship, you must complete a separate form.***

I understand by submitting this form I am requesting the RCC Office of Financial Assistance and Engagement disburse funds differently from standard office procedure.

I understand submitting the request does not guarantee it will be granted. It is ultimately up to the discretion of the scholarship donor/ foundation to make the appropriate determination. Furthermore, I understand that educational charges accrued at RCC in excess of my scholarship will be my responsibility.

I understand the Office of Financial Assistance and Engagement will communicate a final decision on the request via my RCC student email account.

My signature confirms that I have read and understood all instructions and I have provided accurate, complete, and current information.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

