

## **Bixby Educational Endowment Foundation Instructions for Receiving Scholarship Monies**

Dear Bixby Educational Endowment Foundation Scholarship Winner:

Following are the needed documents for receiving your scholarship monies and the address to which you need to send them:

1. A copy of your thank you note to your donor. Address for the person/organization underwriting your scholarship is on the back of the copy of the letter you received at the awards ceremony.
2. A copy of your fall enrollment which shows the school you are attending.
3. The address to which you want the check sent. The check will be payable to you and the school you are attending. We have your home address but would also like your school address. Also, if you have an email account you access, we would like that also. Items 1-3 need to be received by November 1st of the year your scholarship was awarded.
4. A written statement if you want to defer receiving your scholarship. Please provide by November 1st of the year your scholarship was awarded. You have until the fall semester two years after your award date to claim your scholarship (i.e. a scholarship awarded in 2023 must be claimed by fall 2025). Even if you defer, we recommend sending your thank you note timely.
5. To receive your second semester money (if your scholarship is greater than \$1000), you will need to send a copy of your transcript and proof of enrollment for the second semester no later than March 15th.
6. If you have a 4 year renewable scholarship, you will need to send a copy of your transcript each semester and a copy of your enrollment each semester.
7. If you miss the deadlines, **YOU MAY FORFEIT YOUR SCHOLARSHIP.**
8. Please send all of the above that applies to Jayne Bowen, 14505 S. Florence Pl., Bixby, OK 74008.

On behalf of the Foundation, I want to send you our best wishes for a successful college career. If at any time, you need assistance, please do not hesitate to call. At many of the colleges and universities, we have students/faculty willing to give you a helping hand on campus. Please feel free to call me at 918-366-2664, 918-693-3628 or email me at [jayne@olp.net](mailto:jayne@olp.net).

Good Luck!!

Jayne Bowen  
BEEF Scholarship Administrator