

INSTRUCTIONS FOR COMPLETING THE PAYMENT REQUEST FORM (PRF)

**PRFs received by mid-July will be paid at the end of July.
Final deadline for PRF submission: First Friday in September**

GENERAL

A Payment Request Form (PRF) that lists total costs and other scholarships for the full academic year (two semesters or three quarters) is required for each year of a Goldwater award. Juniors who win a Goldwater scholarship will need to process one PRF; sophomores who receive a Goldwater award will need to process two PRFs, one for each year of their award. Payment requests received by mid-July will be processed for payment in late July. Requests received later than mid-July are processed on a rolling basis until the deadline.

SCHOLARS

TO AVOID LOSING DATA, FIRST SAVE THE PRF TO YOUR COMPUTER, THEN OPEN THE FORM IN ADOBE ACROBAT READER (click here download a free version of Adobe Acrobat Reader) AND ENTER DATA INTO THE SAVED FORM.

Complete your personal information, Lines 1-9.

Complete Line 10. List costs for the **UPCOMING ACADEMIC YEAR** in the column "Amount (Student)". Include the full costs of eligible expenses with no deductions. **TRAVEL AND PERSONAL EXPENSES ARE NOT COVERED. DO NOT INCLUDE ANY GRADUATE DEGREE EXPENSES.**

- a. Tuition:** List amount charged for the courses you will take during the entire upcoming school year.
- b. Fees:** List only fees required of all students. Normally, this is a school budgeted amount.
- c. Books:** \$800 is allocated to all Scholars for books. This amount is already included on the form.
- d. Room and Board:** List costs for the upcoming school year. The Foundation approved amount is obtained from the lowest room and board costs for your type of housing (Line 9) as reported by the Financial Aid Office of your college. If your institution does not publish rates for off-campus housing, use the lowest on-campus room and board plan.
- e. TOTAL:** Your total cost for the upcoming academic year will be automatically calculated on the form.

FOR SCHOLARS WITH NO OTHER SCHOLARSHIPS OR FINANCIAL SUPPORT

If you are not receiving funding from any source other than Goldwater, e-sign Line 11 and proceed to Line 13. E-sign Line 13 and send your PRF to your Financial Aid Officer (FAO) as an email attachment. Prior to sending this email, it is strongly recommended that you contact your FAO to alert them to the fact that you will be emailing them and to explain to them why you are emailing them. Should you prefer to encrypt your email, you may do so using the free email encryption service at <https://www.sendinc.com>. Your FAO will be able to open and review your encrypted email.

FOR SCHOLARS WITH OTHER SCHOLARSHIPS AND FINANCIAL SUPPORT

If you have scholarships and grant support, complete the table in Line 12.

Source: List all scholarships and grants you will receive for the upcoming year from all sources (except family, Veteran's Administration, loans, work-study, or your own employment). You should include school scholarships, fellowships, tuition waivers, basic educational opportunity grants, and community, corporate, professional and other similar awards.

Amount (Student): Include those amounts that are applicable for the upcoming year. **Note: Failure to list all awards or to notify the Foundation immediately of any additional awards may result in the**

loss of the scholarship and prosecution by the U.S. Department of Justice. If you require additional lines, list additional scholarships on another page. Include your name and institution on this page.

E-Sign Line 13 and email your PRF to your FAO for verification and signature. Should you prefer to encrypt your email, you may do so using the free email encryption service at <https://www.sendinc.com>.

FINANCIAL AID OFFICERS

TO AVOID LOSING DATA, FIRST SAVE THE PRF TO YOUR COMPUTER, THEN OPEN THE FORM IN ADOBE ACROBAT READER ([click here download a free version of Adobe Acrobat Reader](#)) AND ENTER DATA INTO THE SAVED FORM.

Verify the expenses listed by the Scholar in Line 10. If a change is needed, enter the correct amount in the "Amount (FAO)" column; otherwise leave these fields blank. **NOTE: Travel and personal expenses are not covered.**

Verify the student's scholarship and grant support in the table in Line 12. Place an "X" on the line under "FAO VERIFIED" for each scholarship that you **can verify**. As not all scholarships are reported to a university, you may not be able to verify all scholarships. Should a change to a scholarship amount be required, enter the correct amount in the "Amount (FAO)" column. The PRF will correct the Total for any changes you make to the PRF.

E-Sign Line 14 and email the PRF as an attachment back to the student or directly to the Goldwater Foundation at ldecher@goldwaterscholarship.gov. You may encrypt your email by using the free e-mail encryption service at <https://www.sendinc.com>. The SendInc service is both safe and easy to use.

PRIVACY ACT STATEMENT

The Privacy Act of 1974 (P.L. 93579) requires that you be given the following information in connection with this Payment Request:

- the authority for collecting this information is Public Law (P.L. 99-661);
- furnishing the information is voluntary; the information will be used primarily to determine payment of the scholarship award;
- other uses of the information are for statistical analyses; and
- although one may choose not to supply the requested information, scholarship payments cannot be processed without it.

The estimated time required to complete this information collection is approximately 90 minutes, including the time to review instructions, gather the needed data, complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please email the Goldwater Scholarship Foundation at ldecher@goldwaterscholarship.gov.

Goldwater payment request form (PRF)

To avoid losing data, FIRST save the PRF to your computer, then open the form in Adobe Acrobat Reader and enter data into the saved form. PRFs received by mid-July will be paid by July 31. PRF SUBMISSION DEADLINE: First Friday in September.

CONTACT INFORMATION:

1. Last Name: _____ First Name: _____ Middle Initial: _____
2. Address you use to receive mail while you are at school:
 Street: _____ City: _____ State: ____ ZIP: _____
3. Permanent/Home Address (typically that of a parent/legal guardian): *Check if same as school address* ____
 Street: _____ City: _____ State: ____ ZIP: _____
 Send correspondence to: Permanent Address: _____ School Address: _____
4. Cell Phone _____ Permanent Home Phone _____
5. Preferred Email address: _____

GOLDWATER SCHOLARSHIP INFORMATION:

6. Year Goldwater Scholarship received: 20____
7. Payment for academic year: 20 ____ - 20 ____

ACADEMIC INSTITUTION INFORMATION:

8. University/college you will be attending during the year for which payment is requested:
 Name _____ State _____
9. Scholar will live: In college/university housing ____ Off-Campus ____ At home with parents ____

EXPENSES:

10. YEARLY UNDERGRADUATE expenses for UPCOMING ACADEMIC YEAR. (Please read instructions carefully).

Expenses	Amount (Student)	Amount (FAO)
a. Tuition	\$	\$
b. Fees	\$	\$
c. Books <i>(Amount allocated to ALL students)</i>	\$	\$
d. Room and Board	\$	\$
TOTAL	\$	\$

11. If you do not expect to receive any awards other than the Goldwater Scholarship, sign here: electronic signature
 Otherwise, complete the table in Section 12.

SCHOLARSHIPS AND GRANTS:

12. List scholarship and grant support for UPCOMING ACADEMIC YEAR.

Source	Amount (Student)	Amount (FAO)	FAO Verified (✓)
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
Total	\$	\$	

13. **For Goldwater Scholar:** My signature certifies that the information I have provided is accurate and true. I further certify that I will report any changes in funding or enrollment status to the Goldwater Foundation and I agree to refund in full or in part any monies as warranted. Using SendInc.com (a free encrypted email service), email your completed PRF as an attachment to your FAO. Electronic Signature:

14. **For Financial Aid Officer (FAO):** I certify that the figures given in Item 10 are correct. For Item 12, I certify that the financial awards I have checked () are correct. Other awards reported in Item 12 are provided by the student and cannot be verified by me. Using SendInc.com (a free email encryption service), email the completed PRF as an attachment to the student or to LDECHER@goldwaterscholarship.gov. Electronic Signature: