

**INSTRUCTIONS FOR COMPLETING THE PAYMENT REQUEST FORM
(PRF) FOR AY 2019-2020**

**Deadline for Submission of PRF: Last Friday in July
Disbursement of awards will occur at the end of August**

GENERAL

A Payment Request Form (PRF) that lists total costs and all scholarships for the full academic year (two semesters or three quarters) must be submitted for each year of a Goldwater award. As such, juniors who win a Goldwater scholarship will need to process one PRF; sophomores who win a Goldwater award will need to process two PRFs, one for each year of their award.

SCHOLARS (Instructions for completing PRF):

Complete your personal information, Lines 1 – 9.

Complete the table in 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, PERSONAL EXPENSES AND ANY GRADUATE DEGREE EXPENSES ARE NOT COVERED.

- a. Tuition:** List amount charged for the courses you will take during the entire upcoming academic year.
- b. Fees:** List **ONLY** fees required of all students. Normally, this is a school budgeted amount.
- c. Books:** The maximum allowable for books is \$1,000.
- d. Room and Board:** List room and board 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 FAO 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:** Fill in your total cost for the upcoming academic year.

FOR SCHOLARS WITH NO SCHOLARSHIPS OR FINANCIAL SUPPORT OTHER THAN GOLDWATER

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 via email to your FAO. Prior to sending this email, it is strongly recommended that you contact your FAO to alert him/her to the fact that you will be emailing the Goldwater PRF for their verification and signature.

FOR SCHOLARS WITH OTHER SCHOLARSHIPS AND FINANCIAL SUPPORT

Source: List all scholarships and grants you have received for the upcoming academic year. You should include school scholarships, fellowships, tuition waivers, basic education opportunity grants (e.g., Pell), and community, corporate, professional and other similar awards. Do **NOT** include support from family, Veteran’s Administration, loans, work-study, research stipends, or your own employment. If you require additional lines, list additional scholarships on another page. Include your name and institution on this page.

Amount \$ (Student): Include those amounts associated with all sources listed. **Note: Failure to list all current awards may result in the loss of your Goldwater scholarship.**

E-sign Line 13 and email your PRF to your FAO for verification and signature.

Be certain to maintain a copy of your completed PRF for your records.

FINANCIAL AID OFFICERS (Instructions for completing PRF):

Verify the expenses listed by the Scholar in Line 10. If a change is needed to any expense amount, enter the correct amount in the "Amount \$ (FAO)" column; otherwise leave the "Amount(FAO)" blank for the expense. **NOTE: Travel, personal expenses, and graduate degree expenses are not covered.**

Verify the student's scholarship and grant support listed under Line 12. Place a check (✓) 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 the student's scholarships. Should a change to a scholarship amount be required, enter the correct amount in the "Amount (FAO)" column.

E-sign Line 14 and email the PRF as an attachment to the student or to Ms. Judy Zang at the Goldwater Foundation (jzang@goldwaterscholarship.gov).

VERIFICATION OF ACADEMIC STANDING AND PROGRESS (Line 15):

Second year Scholars entering their senior year should provide a current transcript (unofficial is acceptable), with the Social Security Number redacted if necessary, to meet this requirement for second year funding. The transcript should be emailed by the Scholar to Ms. Judy Zang at jzang@goldwaterscholarship.gov.

GOLDWATER POLICIES:

"Last Dollar In" Policy

At the time the amount of a Goldwater scholarship is calculated and awarded, it is to be considered the student's last financial award for the academic year for which the Goldwater scholarship is being awarded. All school scholarships, fellowships, tuition waivers, basic educational opportunity grants and community, corporate professional and other similar awards the student has at that time must be included (exclude family, Veteran's Administration, loans, work-study, research stipends, or the student's own employment). After the amount of the Goldwater scholarship is determined, no institutionally-controlled scholarship, fellowship, grant or other such type of award may be reduced to offset the Goldwater scholarship. Should a college/university reduce an institutionally-controlled award, the institution will be placed on probation by Goldwater. During the probation, students from the institution may be nominated for a Goldwater scholarship; however, should a student be named a Scholar, the student will be recognized as a Scholar but no scholarship support will be provided.

Support Received After the Goldwater Scholarship is Determined for an Academic Year

After the Goldwater scholarship is awarded to a student, additional scholarships or financial awards received by the student will not reduce the amount of the Goldwater award. Scholarships received after the Goldwater scholarship is awarded do not have to be reported to the Goldwater Foundation. If the new award is a multi-year award and if the student has a two-year Goldwater award, the new award should be reported in a student's second PRF.

Change in Academic Status

Should a Goldwater Scholar's academic status change during the course of an academic year (e.g., early graduation, or failure to maintain good academic standing), the status change must be reported to the Goldwater Foundation. A change in status may require the Scholar to reimburse the Foundation for all or part of the Scholar's Goldwater award.

Please visit the "[Information for Goldwater Scholars](#)" tab on the Goldwater web site for additional scholarship information (e.g., study abroad).

PRIVACY ACT STATEMENT

The Privacy Act of 1974 (P.L. 93579) requires that you be given the following information in connection with the 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 jzanq@goldwaterscholarship.gov.

Goldwater Payment Request Form (PRF)
The PRF must be submitted by the student or FAO
by the last Friday in July!

PERSONAL INFORMATION:

1. Last Name: _____ First Name: _____ Middle Initial: _____
2. University/College you will be attending during the term for which this payment is requested:
 School Name: _____ State: _____
3. College Operates on: _____
4. Year Goldwater Scholarship received: _____
5. Payment for academic year: _____ - _____ (e.g., 2019 to 2020)
6. Home Address: _____ City: _____ State: ____ ZIP: _____
 Home Phone: _____
7. School Address: _____ City: _____ State: ____ ZIP: _____
 Cell Phone: _____
8. Preferred Email Address: _____
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 (Maximum amount allowable, \$1,000)		
d. Room and Board		
TOTAL		

11. If you have not received any other awards, sign here. Electronic Signature: _____
 Otherwise, complete Table 12.

SCHOLARSHIPS AND GRANTS:

12. List ALL scholarship and grant support for the 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 my enrollment status to the Goldwater Foundation and I agree to refund in full or in part any monies as warranted.

Electronic signature: _____

Email your completed PRF as an attachment to your FAO.

14. **For Financial Aid Officer:** 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.

Electronic signature: _____

Email the completed PRF as an attachment to the student or to jzang@goldwaterscholarship.gov.

15. **Verification of Academic Standing and Progress:** Second year Scholars entering their senior year should provide a current transcript (unofficial is acceptable), with the Social Security Number redacted if necessary, to meet this requirement for second year funding.

Email to: jzang@goldwaterscholarship.gov