



DEPARTMENT OF EDUCATION

Townsend Building
 401 Federal Street Suite 2
 Dover, Delaware 19901-3639
 DOE WEBSITE: <http://www.doe.k12.de.us>

Susan S. Bunting, Ed.D.
 Secretary of Education
 Voice: (302) 735-4000
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Delaware Higher Education Office 2019-2020 Scholarship and Loan Program Terms and Conditions

Quick Checklist for Scholarship Recipients	
	I have updated my contact information in my student account. Log On Here
	I understand that my college will verify my enrollment each semester after the drop/add period has ended. This means that payments will not arrive at my school before I start my semester.
	I understand that if I change my college/university this may impact my eligibility for the scholarship and it is my responsibility to complete the Enrollment Change Form and email it to dheo@doe.k12.de.us .
	I understand that if I am a recipient of a renewable award I must submit my end of year unofficial transcript to dheo@doe.k12.de.us and update my enrollment no later than June 30 th in order to be eligible for renewal for 2020-2021.
	I understand scholarship/program criteria are found by going to www.de.gov/scholarships and selecting the program page.

By applying for a scholarship in your Student Account, you are acknowledging that you:	
	Understand all communications regarding this award will be sent via email from the Delaware Higher Education Office email account: dheo@doe.k12.de.us . <i>Please add this email address to your contacts to avoid emails going to Spam or Junk folders.</i>
	Understand the award is for the number of years identified in the specific scholarship/loan program criteria.



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	<p>Understand that the award will be paid directly to the college/university identified in your student account as follows:</p> <ul style="list-style-type: none"> • After the college/university verifies your enrollment. • Funds will be sent to your school by semester for fall and spring in equal amounts (i.e., Award = \$1250: Fall = \$650, spring = \$650.) • Colleges/universities must verify enrollment for each semester.
	<p>The award is to be used for the costs identified in the specific scholarship/loan program.</p>
	<p>Any funds paid in excess of allowable charges will be returned to the Delaware Higher Education Office directly from the college/university.</p>

Failure to meet the following conditions will result in the forfeit of your award.

	<p>Submit required documentation by established deadlines.</p>
	<p>Update your contact information, especially your email address, in your student account to ensure timely receipt of important scholarship/loan program communications.</p>
	<p>For renewable awards, maintain the specific GPA identified in the scholarship/loan program criteria. Update enrollment and submit an unofficial transcript at the end of each academic year directly to the Delaware Higher Education Office email account by June 30th each year.</p>
	<p>If you attend a different college/university than the one listed in your student account, <i>you must</i> notify the Delaware Higher Education Office prior to the beginning of the academic year or term. Complete an Enrollment Change Form and email it to dheo@doe.k12.de.us.</p>



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The Department of Education Higher Education Office reserves the right to use and share a scholar's details, for purposes necessary for the administration of the scholarship. By applying for and accepting a scholarship you give consent for such sharing and publication of your details in the event of your application being successful. All data sharing will be conducted in compliance with all applicable state and federal regulations.

The Department of Education Higher Education Office reserves the right to publish the names and basic details of candidates selected for awards on the DOE website or on other websites or in other publications. To opt out of having your information published you must notify the Department of Education in writing via email at dheo@doe.k12.de.us, or via mail at:

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Print these Terms & Conditions for your records. You can record your log on information here:

Username: _____

Password: _____

Last 4 digits of SSN: _____