



Scholarship Payment Instructions & Request Form

Updated May 2026



Your check will be mailed directly to the school.

- You will be issued one \$500 check per semester.
- Fall payment can be issued any time after July 1.
- Spring payment can be issued any time after December 1.
- If your school is not on a standard 2 semester schedule, please contact me and we can discuss your options.

Required Items: You are required to submit the following 3 items *together at the same time*. If any item is missing, your request can not be processed.

1. **Payment Request Form** – Attached
2. **Invoice** – The invoice from your school is the bill showing what is being charged for the semester, what has or has not been paid, and a balance. If you have a zero or credit balance, your school should refund you. **The invoice must include your name and the semester/billing period.**
3. **Grades** – Please make sure that it shows your name and the grading period.
 - High School Grads - send final grades.
 - College students - send prior semester's grades.
 - Non-traditional - grades waived for first semester in program.

Submission: Email, mail, or hand deliver your request to the Foundation office, located in the Conference Center of Mon Health Medical Center.

Mon Health Foundation
Attn: Joanna Wiley
1200 JD Anderson Drive
Morgantown, WV 26505
Joanna.Wiley@VandaliaHealth.org

Payment: The check will be made payable to and mailed to your school.
**** Once your request is received, allow a MINIMUM of 2 weeks for your check to be mailed from our accounting department, now located in Charleston, WV.**



Scholarship Payment Request Form
Updated May 2026

Date: _____

Student ID#: _____

Name: _____

Email: _____

Scholarship payment to be applied to: Fall '26 Semester Spring '27 Semester

Name of your School: _____

YOUR CHECK WILL BE MAILED DIRECTLY TO THE SCHOOL.

WE MUST HAVE A COPY OF YOUR INVOICE AND YOUR STUDENT ID# TO ENSURE PROPER CREDIT.

**** Once your request is received in the Foundation, allow a MINIMUM of 2 weeks for your check to be mailed from our accounting department.**

Questions? Call Joanna at 304-598-1243; Joanna.Wiley@VandaliaHealth.org

Mon Health Medical Center Foundation
Attn: Joanna Wiley
1200 JD Anderson Drive
Morgantown, WV 26505

