



Scholarship Payment Instructions & Request Form

Updated Nov. 2024



Due to recent accounting changes, your check will now 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 will 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.
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 which is now located in the Conference Center of the hospital.

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.



Scholarship Payment Request Form

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Student ID#: _____

Name: _____

Email: _____

Name of your school: _____

Scholarship payment to be applied to: Fall '24 Semester Spring '25 Semester

YOUR CHECK WILL NOW BE MAILED DIRECTLY TO THE SCHOOL.

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

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

