

# Levittown Public Schools

## SCHOLARSHIP REQUEST FORM

Name on Scholarship :

School in which Scholarship is designated for :

Selection of the student to be determined by:

Initial Deposit Amount:

Person Requesting:

**Purpose and Criteria:**

Number of students to receive award

Criteria:

Planned Scholarship:

Frequency (over-time, annual, etc.):

Board of Education approval date:

General Procedures:

- Anyone planning who wants to establish a scholarship, please contact the Principal of the school.
- Submit a completed form to the Superintendent to be placed on a BOE agenda.
- After approval they are sent to the Business office.
- Schools must send a request to the Business office for all checks to be written with the student name and address, the name of scholarship, and amount and code if known.
- Checks then will be sent back to school when issued.

Completed By: \_\_\_\_\_

Name

\_\_\_\_\_  
Signature

Principal: \_\_\_\_\_

Signature

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BUSINESS OFFICE USE ONLY

ACCOUNT CODE: \_\_\_\_\_

Please contact Business Office 516-434-7007 if there are any questions.

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