



State of Arizona
Department of Education

In order to qualify for your Robert C. Byrd Honors Scholarship, the Arizona Department of Education requires the following information and must initial each line that applies to you as a scholarship recipient.

Renewal Students Only:

1. I understand I must be enrolled as a full-time student in a good academic standing (cumulative grade point average of least 3.00) at an Institution of Higher Education (IHE) for the upcoming Academic Year. If your IHE cannot release your verification of enrollment before the **June 30th** deadline it will be your responsibility to contact the Scholarship Coordinator to make arrangements. If you do not make arrangements and miss the **June 30th** deadline it will result in forfeiture of your scholarship.
_____ (initials)

First Year Students Only:

2. I understand as a first year student (freshmen) I must be enrolled as a full-time student for the upcoming Academic School Year. I must begin my freshmen year in the fall of 2010, no leave of absence will be granted. If your Institute of Higher Education (IHE) cannot release your verification of enrollment before the **June 30th** deadline it will be your responsibility to contact the Scholarship Coordinator to make arrangements. If you do not make arrangements and miss the **June 30th** deadline it will result in forfeiture of your scholarship. _____ (initials)

Applies to all the Robert C. Byrd Honors Scholarship Recipients:

3. If I change institutions, I will ensure the school is an approved IHE by notifying the Scholarship Coordinator. This notice will be in writing and contain verification of enrollment for the upcoming semester. Additionally, I understand if I change institutions after a check has been issued I must wait until the Arizona Department of Education receives those funds before a new check is issued to my new school. I also understand the Department of Education is not responsible for any late fees that occur due to this change. Failure to submit this form will result in forfeiture of my scholarship. _____ (initials)
4. I understand it is my responsibility to notify the Scholarship Coordinator if I change my mailing address, phone number, email address or name. This notification must be in writing. If I have not received a confirmation notice of the change I must assume the change has not occurred and **it is my responsibility** to follow up with the Robert C. Byrd Scholarship Coordinator. _____ (initials)
5. I understand if I am in need of a deferment I will follow the necessary guidelines and file the proper paperwork available on the web site: www.ade.az.gov/byrd. I further understand it is my responsibility to notify the Byrd office immediately upon my return. Failure to comply with this will result in forfeiture of my scholarship. _____ (initials)
6. I certify that I understand the regulation which states my Robert C. Byrd Honors Scholarship when combined with other forms of financial assistance, cannot exceed the total cost of attendance for one year of study. _____ (initials)
7. I understand due to the *Family Educational Rights Privacy Act*, I must grant permission to my parents to access my scholarship information by filling out the "Consent to Release Information Form" at www.ade.az.gov/byrd. _____ (initials)
8. I understand if I study abroad, I must be enrolled in an IHE as full-time student in good academic standing in the United States and be receiving academic credits from that institution to continue receiving the scholarship money. Failure to comply with this will result in forfeiture of the scholarship. _____ (initials)

PLEASE MAKE A COPY OF THIS SIGNED AGREEMENT FOR YOUR RECORDS

Please check your current class level: Freshmen Sophomore Junior Senior

Recipient's Name (Please Print Clearly): _____

Recipient's Signature: _____

E-mail Address: _____

Year of Recipient's High School Graduation: _____ Name of IHE: _____

Please mail this form to the address below:

Arizona Department of Education
Robert C. Byrd Scholarship Coordinator
1535 West Jefferson Street, Bin #22
Phoenix, AZ 85007