



ACE Mentor San Diego Scholarship Disbursement Request

NOTE: For those attending 4 year schools, you receive your amount all at once, as a lump sum. For those attending Community Colleges you must re-submit this form each semester to receive the funds.

If you were awarded an ACE Mentor San Diego Scholarship please do the following to receive your scholarship:

1. Fill out the **attached Disbursement Form** indicating the address where the check should be mailed.
2. **For 4/5 year Colleges/Universities:** Provide evidence that you are enrolled in college in a related major from the pre-approved majors list. You will receive your funds all at once:
 - A. An approved class schedule of courses from the Registrar's office
 - B. Documents from your college that indicate you have paid your fees
 - C. Evidence that you have been accepted and enrolled in the related major
3. **For Community College students:**
 - A. For the first semester:
 - i. Provide evidence that you plan to enroll in a community college (list of classes you intend to attend). You will receive a \$500 check.
 - B. For subsequent semesters:
 - ii. Provide evidence from the prior semester that you completed enrolled classes (unofficial transcript) and were enrolled in a related major in subjects including those related to Architecture, Engineering, Landscape Architecture, Construction Management, etc. and
 - iii. Evidence (class schedule, registration or unofficial transcript) that you are enrolled for the next semester.
 - iv. ACE will remit a check for \$500 for that semester.
 - v. Repeat the process for subsequent semesters until the scholarship has been fully used
4. **Scan and email (preferred), or mail items to:**

E-Mail	billm@mosherdrew.com and sdacementor@gmail.com
Mail :	ACE Mentor Program Attn: Bill Magnuson, Scholarship Chair Architects Mosher Drew 1775 Hancock Street, Suite 150 San Diego, CA 92110

If your major is not on the preapproved list you will need to submit a 500 word essay on how your major and the course of study is related to and will benefit one of the approved majors. ACE reserves the right to approve or reject such alternative majors.

Once the above information is received, the Scholarship Committee will review and approve your disbursement and ensure that our Treasurer will distribute the check to you as soon as possible. **Allow up to three weeks for processing.**



ACE MENTOR PROGRAM
ARCHITECTURE • CONSTRUCTION • ENGINEERING

ACE Mentor San Diego Scholarship Disbursement Request Form

Student Information *(To be filled out by student. Type or print neatly)*

Last Name / First Name: _____

San Diego ACE Mentor program school: _____

Year(s) scholarships awarded: _____

Indicate the address below where you would like the check mailed.

Student's Permanent Home Address:

Street / Apt: _____

City/State/Zip: _____

Phone: _____

Email Address: _____

Student's Address at School:

Street / Apt: _____

City/State/Zip: _____

Phone: _____

Email Address: _____

Institution Information *(To be filled out by the institution)*

Institution Name: _____

Attention of: _____ Title _____

Department: _____

Address: _____

City: _____ State: _____ Zip: _____

Student's Major: _____

GPA for previous semester? _____ *(freshmen students -attach class schedule)*

I understand that the information provided above will be used in determining whether the student remains eligible for an ACE scholarship, and I certify that the information provided above is correct.

Authorized Signature: _____

Print Name: _____

Title: _____ Phone: _____ Date: _____

Return this form to: Email: (preferred) billm@mosherdrew.com and sdacementor@gmail.com
By Mail: ACE Mentor Program Attn: Bill Magnuson
1775 Hancock Street, #150, San Diego, CA 92110
Questions? 619-223-2400 ext. 118

ACE Mentor San Diego

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