**2022 Scholarship Recipient Instructions**

Congratulations on your 2022 Scholarship!

Below are instructions on how to receive payment for your scholarship(s).

Please follow the instructions below to ensure timely receipt of your scholarship payment.

**If you are requesting your scholarship funds be paid directly to your college, please complete the Request for Payment form after you enroll in college and email to** **rcsfpayments@gmail.com****or mail to RCSF PO Box 1683 Redlands, CA 92373**

**If you are requesting your scholarship funds to be sent directly to you, please include a copy of your college ID, a copy of your college class schedule and a completed Request for Payment form. Email all documents to** **rcsfpayments@gmail.com** **or mail to RCSF PO Box 1683 Redlands, CA 92373**

Please note it will take approximately 4 weeks to process your payment once I have received the required paperwork.

You have until December 31, 2023, to claim your scholarship(s) award money. Your scholarship may be extended for an additional 12 months upon written or emailed request to RCSF, which must be received prior to 12/31/2023, RCSF PO Box 1683 Redlands, CA 92373 or at scholarships.rcsf@gmail.com.

You can find additional Request for Payment forms at <https://www.redlandsscholarships.org/>

For additional information or questions please contact: Tiffany Cameron, Scholarship and Donor Coordinator at 909-307-9892 or email: scholarships.rcsf@gmail.com