

OKLAHOMA YOUTH EXPO SCHOLARSHIP REDEMPTION PROCESS

"How do I get my Scholarship?"

Students must be enrolled at an Oklahoma educational institution (an institution within the state of Oklahoma) that provides an educational program that is acceptable for full credit towards a bachelor's or higher degree, or offers a program of training to prepare students for gainful employment in a recognized occupation.

Once a student has enrolled at an institution of higher education at a certified Oklahoma educational institution, the student will receive a "Bursar's Statement". A Bursar's Statement is the university's receipt of enrollment, which lists all charges incurred by the student. The following are the steps each scholarship recipient MUST follow in order to redeem OYE scholarship funds:

NOTE: The following steps must be followed EACH SEMESTER until your scholarship money has been depleted

- 1.) Obtain the University Bursar's Statement in your name. Make sure the Bursar's statement has your name and your Student Identification Number listed. We also need the name and address of your school.
- 2.) Mail, Fax or E-mail a copy of the Bursar's Statement to the Oklahoma Youth Expo Office
 - a. Mailing Address: Oklahoma Youth Expo, 431 N.E. 14th Street, OKC, OK 73104
 - b. Fax: (405) 235-1727
 - c. E-mail: meisenhauer@okyouthexpo.com
- 3.) Once the Oklahoma Youth Expo has received your Bursar's Statement, the Oklahoma Youth Expo will issue a check in your name to the University.

IMPORTANT INFORMATION:

- The Oklahoma Youth Expo will not provide payment to an "out-of-state" university.
- It is the scholarship recipient's responsibility to provide proof of enrollment and request payment from the Oklahoma Youth Expo through the Bursar's Statement.
- The scholarship recipient must request the scholarship payment each semester.
- The Oklahoma Youth Expo will not issue a check in the name of the student.
- The Oklahoma Youth Expo will only mail and issue checks to the University's Bursar's Office.
- The Oklahoma Youth Expo will not issue a check for more than the amount of your Bursar's Statement.
- All expenses incurred by the recipient which the recipient wishes to use his/her OYE scholarship award MUST appear on the Bursar's Statement.
- The Oklahoma Youth Expo will only issue checks for approximately half of the amount stated on the Bursar's Statement per semester:
 - Exp: Student John Smith: \$1,000 total OYE Scholarship award
 - 1st Semester - \$500 OYE payment to University
 - 2nd Semester - \$500 OYE payment to University
 - Total Amount: \$1,000 OYE Scholarship
- All scholarship funds must be requested and depleted on or before the recipient's twenty-fifth birthday.
- All scholarship funds, which are not requested and depleted, will be forfeited. All forfeited funds shall be paid into the general scholarship fund.

Questions or concerns contact Melissa Eisenhauer, phone (405) 235-0404 or e-mail at meisenhauer@okyouthexpo.com