

CHECKS RECEIVED

Please distribute this information to your school financial or fiscal staff

1. Keep scholarship checks in a safe and secure location once you receive them by mail. They must be endorsed by both the parent/guardian and the school.
2. Notify the parent/guardian as soon as possible that they need to stop by the school to endorse the check. Inform them that failure to do this in a timely manner could result in them being responsible for paying the tuition. Remind parents that the Scholarship Request Form or Scholarship Renewal Form they signed is a contractual obligation that requires them to sign scholarship checks, "I will sign all scholarship checks received by the private school for my student in a timely manner. I understand that if I fail to endorse the scholarship checks to the school, I will be responsible for paying the student's tuition."
3. Give parents 30 days to sign checks. After 30 days, your school should enforce all established policies and procedures for nonpayment of tuition. CSTP families who fail to sign their scholarship checks should be treated the same as any other family that has not paid tuition.
4. If all attempts to get the parent/guardian to endorse the scholarship checks fail, contact the CSTP Office. CSTP will place a Stop Payment on the check and reissue it. This will prevent checks from going void and not being able to be reissued by the CSTP Office. Voided checks must be reissued by the Office of Budget and Management (OBM). CSTP does not have access OBM's system; therefore, schools will have to wait even longer to receive reissued checks.
5. Once the check has been reissued, contact the parent/guardian to stop by your school to endorse it.

Should you have any questions please call 877-644-6338 and ask for Bev Russell or e-mail:

bev.russell@education.ohio.gov