

How to Complete the Scholarship Acceptance Process

1. Indicate whether you intend to accept or decline the scholarship by checking the appropriate box.
2. If you are declining the scholarship, sign the form and submit it to your primary provider.
3. If you are accepting the scholarship, you will first need to **enter the dates of service**.
 - a. If your child is attending a nonpublic chartered school, indicate the service start date as the first day of school.
 - b. For all other providers, indicate the service start date as the date your child will begin services.
 - c. If you plan to only use a provider for part of the year, enter the last date of service as the service end date. If you intend to continue with the provider, leave the service end date blank.
4. Next, you will need to **allocate** your scholarship dollars.
 - a. If you are using only one provider, allocate the entire amount to that provider.
 - b. If you are using multiple providers, work with them to estimate your costs for the year and allocate the funds to each provider accordingly.
 - c. If there are providers you are using who are not listed, write them in and enter the amount you want to allocate to them. **Then, see the How Do I Change or Add a Provider document to add those providers.**
 - d. If you are unsure of the exact cost you will incur for a provider, make a best estimate.
5. Once you have indicated your dates of service and allocated your scholarship dollars, sign the form and **submit it to your primary provider**.

Note: You can change your allocations through your primary provider at any point during the year. You do not have to allocate the full amount, but you cannot allocate more than the total amount of your scholarship.