

Payment Process and Schedule - **Cleveland Scholarship**

Please distribute this information to your schools financial or fiscal staff

- Scholarships are disbursed through two payments each year: fall and winter payments.
- With each payment there will be multiple “batches” processed, depending on how quickly your school enters the required data (attendance) into the Cleveland system (i.e. first date of attendance, monthly attendance.) When schools fail to enter required student data into the Cleveland system in a timely manner, they will experience delays in receiving their scholarship checks.
- Each payment represents a percentage of the tuition amount or the maximum scholarship amount, whichever is less. Fall payment is 33% and winter payment is 67%.
- Scholarship payments are based on the school’s tuition rate minus any discounts (e.g., multi-child, financial aid, other scholarships, etc.) the student receives.
- As required by law, scholarship payments are made payable to both the parent/guardian and the school. **You MUST obtain the parent/guardian’s signature.**
- The information entered by your school into the student’s record of the Cleveland system is extracted to create the scholarship checks. Therefore, it is imperative that the information entered into the student’s application is accurate. If there is an error entering the student information, please notify us of the error so we can correct it before the checks are issued.

Should you have any questions, please contact the Cleveland Scholarship office.