

Wilma Potter Scholarship Procedures

Below are the procedures for receiving payment of your Wilma Potter Scholarship. Your scholarship will be split and paid twice a year – a portion in the fall semester and the remainder in the spring semester. All payments are made directly to your school. No payment will be made until all requested documentation has been received. Please send all documentation at one time.

Information must be submitted by **August 1** for the fall semester:

- Submit a legible **invoice** with your **Student ID number** from your college indicating the amount owed for the semester.
- Submit a copy of your college **enrollment schedule** indicating the number of hours for which you are enrolled.
- Please let us know to **whom the check should be payable** and provide the complete **mailing address**.
- You must submit a transcript for the fall semester with a minimum of a 2.75 GPA earned as well as the above mentioned items in order to receive payment for the spring semester. (Please submit by **January 6** for the spring semester)

All requests for payments should be emailed or sent to:

Ronald McDonald House of Dallas
Attn: Jill Cumnock
4707 Bengal St.
Dallas, TX 75235

jcumnock@rmhdallas.org

Payment will be made within ten days after receipt. Questions should be addressed to Jill Cumnock – 214.631.7354 or jcumnock@rmhdallas.org.

NOTE: If you plan to apply for a scholarship for subsequent years, you must submit an updated scholarship application and updated essay annually. Contact the Ronald McDonald House of Dallas or visit the website – www.rmhdallas.org for an application.