

Instructions for Fadel Educational Foundation Grant Recipients

The award will be distributed through your institution. The award will be divided according to the number of terms in the academic year, with a payment being distributed at the beginning of each term, assuming you comply with the requirements of this document.

If you are receiving or will receive other grants, you must notify us. If the FEF grant will somehow reduce your grants from the other source(s), we may consider an alternate method of payment. Sometimes, it is better to use the grant money for a summer school session. Again, you need to notify us as soon as possible. In the meantime, save your receipts for books and other educational expenses. FEF requires the following information before any disbursement:

1. A billing statement, showing both charges and credits, from your institution.
2. An address to which the FEF check will be mailed. Some applicants in previous years sent on-line statements showing their account. Oftentimes, these do not include instructions on where to mail a check, since they assume that payment would be made on-line.
3. If necessary, an account number which must be written on the check to ensure that the FEF check is applied to your account.
4. If necessary, a copy of the coupon to be included with the check. In other words, if your billing statement includes a portion which is supposed to be sent with the check, we need to have a copy so we can mail it in with our check.
5. If you are receiving the second or third disbursement of your award, you must send us an official transcript showing your completed grades for the classes taken since the last FEF disbursement. In other words, FEF must verify that you successfully completed those classes you told FEF you intended to take. FEF reserves the right to withhold distribution of a recipient's award if the recipient's performance in the previous term is not satisfactory. If your grades are not final before the next term's tuition is due, contact FEF to make appropriate arrangements.
6. If your institution has a form by which it can manage the disbursement of your award per the foundation's instructions, then send that form to FEF. This may obviate you from having to send in documentation to receive your second disbursement.
7. FEF typically mails the check to your institution 2-4 weeks after receiving this information. If you are relying on the FEF grant to avoid late fees or to avoid registration cancellations, it is most urgent that you submit all information as quickly as possible and that your contact information is accurate. The best way to contact FEF's secretary, Ayman Fadel, is through e-mail at afadel "at" bww.com or phone at (706) 284-3002. You should add afadel "at" bww.com to your e-mail address book so e-mail does not get treated as spam.
8. While you may fax in transcripts (866) 705-9495 if you are in a hurry to get your distribution, you must follow the fax by sending the official transcript by mail. Transcripts tend to have varying shades which don't show up well on the fax, and the back of the transcript usually contains information we need to interpret the transcript.

When Ayman mails the check, he sends an e-mail to you telling you the check number and amount. Please verify the money is credited to your account. If you don't receive this e-mail, contact him to verify that he has received your correspondence and mailed the disbursement.

Remember that the grant is only for this year. It is not automatically renewed. If you would like to be considered for a grant next year, visit FEF's web site in February and download a renewal application.

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