

2026-2027 KC Scholars Advance Request Form



Office of Scholarships and Financial Assistance

800 University Drive
Maryville, MO 64468

Office: 660-562-1363
Fax: 660-562-1674

finaid@nwmissouri.edu

This form may be used to cover qualifying expenses for students who receive KC Scholars funding through the Traditional Scholarship or Adult Learner Scholarship and do not need the full amount of funding received to cover all qualifying tuition and fee charges on their Northwest student billing account. Please review the following information, then complete, sign, and submit the second page of this form to the Office of Scholarships and Financial Assistance.

Students may request that excess KC Scholars funding be used for one of the following circumstances, if applicable.

Advance Request

For students with excess KC Scholars funding who need to purchase required textbooks or course materials and do not have personal funds needed for the purchase, an advance can be requested, and the student will work with their KC Scholar Advocate for the textbook or class material purchase. **The student is required to include documentation for the cost of unpurchased items.** This documentation may include but is not limited to an online shopping cart screen-print or printed quote from a physical retail store. Advance request payments will be mailed directly to KC Scholars and KC Scholars will work with the student to make the purchase on their behalf.

Reimbursement Request

For students with excess KC Scholars funding who have already used personal funds to purchase required textbooks or course materials, a reimbursement of that expense can be requested. **The student is required to attach documentation for the cost of purchased items.** This documentation may include a paid receipt, including any applicable sales tax or shipping charges. The student must have already purchased the items and personally paid for those items. Reimbursement request payments will be paid by check directly to the student and mailed to the address provided on this form. Please expect 7 to 10 business days for processing of a reimbursement request.

Consortium Agreement

For students with excess KC Scholars funding attending another institution sponsored by Northwest under a consortium agreement, a request can be submitted to use KC Scholars funding to cover qualifying charges assessed by the consortium institution. **The student is required to include a copy of the student billing statement received from the consortium institution.** Academic programs where this applies include, but may not be limited to: Radiologic Science, Echocardiographic Sciences, Sonographic Sciences, Clinical Laboratory Science, or Marine Biology. Payments processed through this consortium payment request option will be mailed directly to the consortium institution.

This is a two-page document. Please complete the second page prior to submitting.

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Student information

Last name First name Middle initial Northwest 919 number

Please use the table below to determine whether KC Scholars funding received on your behalf has been used to pay qualifying charges for tuition and fees on your Northwest student billing statements. Please contact the Office of Scholarships and Financial Assistance with any questions related to the completion of this table.

Term of Payment Request	<input type="checkbox"/> Fall 2026 <input type="checkbox"/> Spring 2027 <input type="checkbox"/> Summer 2027
Total Institutional Charges	\$
Total Amount of KC Scholars Funding and Other Aid	\$
Amount Previously Requested and Provided	\$
Remaining Available Award Amount	\$
Requested Payment Amount	\$

Please select the type of request you are submitting and attach appropriate supporting documentation.

- ☐ **Advance Request:** For students who have not purchased required materials.
- Please attach documentation for the cost of unpurchased item(s).
 - Payment will be mailed to KC Scholars, and you will coordinate with your KC Scholars Student Advocate for the purchase of required materials.
- ☐ **Reimbursement Request:** For students who have already purchased required materials.
- Please attach documentation for the cost of previously purchased items.
 - Check will be payable to you (the student) and the payment should be mailed to:
- _____
Street Address City State Zip Code
- ☐ **Consortium Agreement:** For students attending another institution under a consortium agreement.
- Please attach a copy of the student billing statement received from the consortium institution.
 - Check will be payable to the consortium institution and will be mailed to the address provided on the student billing statement.

Certification statement

By signing, I certify that all information reported is complete and accurate. I understand electronic signatures will not be accepted.

Student Signature (required) Date

Warning: If you purposely give false or misleading information, you may be fined, be sentenced to jail, or both

Office Use Only		
Payment Amount Approved	\$	Approved by: