Blue Scholar Program

Submission Process Overview

1. The employee will complete and submit the form to HR for initial approval.

2. HR will review and upon approval will send an email to the receiving school to let them know to anticipate funds after the add/drop period.

3. HR will transition the form back to the employee. The employee will receive an email letting them know it is in their task list.

4. The form will sit in your Task list to act as a reminder that the completion of the form is outstanding. Simply complete the upload when your supporting documents are available and submit for final processing.

5. The employee uploads the appropriate supporting documentation – an itemized invoice and proof of enrollment.
    - Itemized invoice – including scholarships, federal aid, tuition and housing charges.
    - Proof of Enrollment – obtaining this form varies from school to school. Generally information can be found on the school website. It is usually either requested from the Registrar's Office or ordered from a clearinghouse via the website.

6. Submit the form back to HR and HR will process the payment to the school.

Send questions to hr@une.edu