## Workforce Scholarship Office Student Request for allowance payment

- Please have your instructor sign for each day you are in class. We will only pay your stipend once per day. *If you are doing a class virtual and classroom, you will only receive the stipend for the classroom portion.*
- If you receive Unemployment Benefits (UI) you may NOT receive the stipend.
- Make sure you sign and date this form prior to submitting.
- It is important that you let us know if you have a new address we want to make sure you get your stipend!
- Please be sure to check the due date on this form if we receive your attendance in time, you will
  get the stipend reimbursement! You only have 90 days from the attendance date to submit for
  stipend payment. Anything over 90 days old will not be submitted for payment.
- Please ensure we receive this form by 3:00 p.m. on the due date listed.
- We will be happy to answer any questions at (410) 822-1716.

Date Attended	Instructor Signature	Date Attended	Instructor Signature	_
				_
				_
				_ #days
				_

I hereby certify that the above listed attendance dates are accurate, and that the instructor has signed for each of these dates. I understand that any willful misrepresentation to obtain payment will result in my termination from the program.

Student Signature	Date	Print Name		
I am receiving unemployment I am not receiving unemploymer	nt	Print Address		
Is this a New Address? Yes No		Print Town, State, Zip		
Fax number: (410) 827-5874 Mailing Address: WIOA Attendance P O Box 8, Wye Mills, MD 21679 Email Address: wibstipend@chesapeake.edu	Due by Due by Due by <b>Stipen</b>	ning Due dates y: 1/19/24 y: 2/16/24 y: 3/15/24 d Checks will be kimately 10 busir	for attendan Due by: ( Due by: ( Due by: ( Due by: (	04/19/24 05/20/24 06/17/24 <b>nd be mailed</b>
Approved for payment Signature o	f WIOA staff		Date	
New: SSN	Account	Ra	te	WioaForm 12/21