

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 unemployment

Is this a New Address? Yes No

_____ Print Address

_____ 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

Upcoming Due dates for attendance forms:

Due by: 7/20/23	Due by: 10/23/23
Due by: 8/22/23	Due by: 11/17/23
Due by: 9/21/23	Due by: 12/07/23

Stipend Checks will be processed and be mailed approximately 10 business days after due date.

Approved for payment _____
Signature of WIOA staff Date

New: _____
SSN Account Rate