



How to Access OED Scholarship Funds

Please review these instructions for accessing your scholarship. For forms and other questions, please reach out to mparkinson@utah.gov or energy@utah.gov.

1. Set up an account with my529. They will need Form 106 submitted to csa@my529.org before any funds can be distributed.
 - a. This form must be obtained from the Utah Office of Energy Development (OED), but will only be sent to my529.
2. To request disbursement, please email mparkinson@utah.gov.
 - a. Please leave about 6-8 weeks before the start of a new semester for funds to be transferred.
3. To disburse funds, you will need to send the following documents in one email to OED:
 - a. Completed Disbursement Request Form (form will be sent from OED).
 - b. Proof of expenses:
 - i. If payment is going directly to the Education Institution, include an invoice for tuition and other eligible expenses.
 - ii. If requesting reimbursement for payment of eligible expenses incurred, include receipts as proof of payment.
 - c. Proof of Enrollment:
 - i. To be a valid proof of enrollment it should include:
 1. Students full name
 2. School Name
 3. Academic term or year enrolled
 - ii. This could include a class schedule or screenshot of course material, as long as there is a clear link that the schedule or course material belongs to the person requesting funds.

Important notes:

- Keep in mind that scholarship recipients are allowed up to three disbursement requests per calendar year.
- All scholarship funds must be used within 24 months unless a deferment is requested.
- Scholarships may be deferred for an additional 30 months. To request a deferment form, please email mparkinson@utah.gov.
- If funds are not used within the allotted time frame, and remaining funds will be returned to OED.

For forms and other questions, please reach out to mparkinson@utah.gov or energy@utah.gov.