

Verification of Enrollment Form Process

Open July 1 - March 31

Annually to receive your scholarship funds, you need to submit a verification of enrollment explicitly confirming your full-time enrollment status for the current school year.



Download Your Form

Access a fillable verification of enrollment form on ScholarWeb. Login to elks.org/scholarweb, go to your Dashboard, and click "Download Verification of Enrollment Form."



Get It Signed

Take the form to your school's registrar's or bursar's office (or other appropriate school official) for completion or a signature.



Send It

Submit your form or have your school send it via email to vform@elks.org or by mail to:

Elks National Foundation
2750 N. Lakeview Ave
Chicago, IL 60614



And Wait!

Once your form has been sent, it will take about six to eight weeks for us to process your form, send your check, and for those funds to arrive in your university account.

If your school will not sign the verification of enrollment form provided on ScholarWeb, please request either its own, school specific, form or get one from the National Student Clearinghouse (studentclearinghouse.org).