

Student

STU-20 Procedure to Update Address on File

General

Please follow the process outlined below to request an update to your address in ScholaVia and ClassWallet.

For your security, be sure that you are using the email address used in your application. We will be unable to reply to alternate email addresses.

How to Update your Address

1. Please choose one or more of the documents listed under ***“STU-12 Proof of New Hampshire Residency Policy”***.
2. Email the document/s to csfnh@scholarshipfund.org with the subject line “Change of Address”.

After your identity and address have been verified, your new address will be updated in ScholaVia and in ClassWallet. Do not contact ClassWallet to request a change of address. ClassWallet cannot update your address without prior authorization from CSF.

CSF Internal Procedure is as Follows

1. The CSF Team will verify that the request has come from the primary email on the family's ScholaVia application.
2. The CSF Team Member will confirm that the submitted residency document/s confirm New Hampshire residency.
3. Once verified, the CSF Team Member will update the new address in ScholaVia.
4. The CSF Team Member will correct the Classwallet address.

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