



Dear Scholarship Recipient,

Congratulations on your scholarship award!

Prior to the release of any scholarship funds, we must receive the following:

1. Thank you note written to your scholarship donor
2. Completed Disbursement Form
3. Class schedule or proof of enrollment
4. You can submit these documents via:
 - ✓ Mail
 - ✓ Drop off at our office (after pandemic restrictions are lifted)
Mon-Thurs 8:00 am – 4:30 pm
Address listed on the reverse side

You must submit your required documentation for scholarship funds between July 1, 2020 and June 30, 2021. Failure to complete and return the above documentation, will delay the allocation of scholarship funds.

Once you submit the required documentation, it can take up to 4-6 weeks for the scholarship funds to appear in your account. These funds will appear in your account as “Foundation Scholarship”.

If you have any questions, please contact:

Leigh Anne Albertini
Scholarship Manger
407-518-2925