

**IMPORTANT DEADLINES FOR DISBURSEMENT AND RENEWAL REQUESTS**

	<b>2<sup>nd</sup> Semester Request for Fund Disbursement</b>	<b>Renewal Request for Upcoming School Year</b>
<b>Letter postmarked by....</b>	February 1	April 1
<b>Letter should contain...</b>  <div style="border: 3px double black; padding: 10px; width: fit-content; margin: 10px auto;"> <p align="center"><b>If you receive more than one scholarship, <u>you</u> must send a letter for each scholarship (they can be mailed in the same envelope.)</b></p> </div>	1)Name of scholarship received 2)Brief summary of current activities, both on and off campus 3) <b>Official transcript*</b> of 1 <sup>st</sup> semester grades.  * <b>Official transcript</b> means one that is provided through the school (not a report card or grade sheet that can be obtained on-line).	1)Name of scholarship received 2)Brief summary of current activities, both on and off campus 3)Future academic plans 4)Official transcript* of 2 <sup>nd</sup> semester grades <b>must be sent as soon as they are available.</b> We understand they will not be ready by April 1, but you still need to send in your letter before the deadline.  Please note that although our office may be closed on April 1, this deadline will be strictly enforced. If you plan to bring your information to the school in person, you will want to make prior plans to ensure that the office is open and not closed for the week for break.
<b>NOTE: No reminders will be sent to you. Keep these dates on hand.</b>	<b><i>Failure to meet this deadline, or failure to send all materials requested, will result in the loss of this scholarship.</i></b>	