



SCHOLARSHIP RECIPIENT – LETTER OF INSTRUCTION
2016

To: _____

Congratulations on being chosen the recipient of the _____ Scholarship. Your award of _____ will be disbursed to you upon receipt of the following required items. Please follow these instructions carefully.

1. **Return this page**, with the form below filled out. Designate either yourself or your school to be named on the check with the payee's mailing address.
2. **Attach photo copy of your Social Security Card**. (This is an IRS requirement.)
3. **Attach a letter from your college or vocational school's Registrar's Office** stating that you are officially enrolled for the coming semester, and that you have paid a non-refundable deposit for tuition, books, or student fees. (Do not send a letter of acceptance or a class schedule.) Do not send your request until you have the official enrollment letter from the college or university to enclose.

Send these three items to the Elk Grove Regional Scholarship Foundation, P.O. Box 2021, Elk Grove, CA 95759-2021. This request for payment of scholarship will not be processed, but will be returned to you if you have not included the above items 1, 2, and 3.

Allow 4 weeks from mailing your request for your check to arrive.

NAME OF STUDENT _____ EMAIL _____

NAME OF SCHOLARSHIP _____ AMOUNT _____

PHONE NUMBER _____ SOCIAL SECURITY NUMBER _____

Make check out to _____

(Your Name OR Your School Name and Department)

(Street Address)

(City, State, Zip Code)

You have 2 years to request your scholarship money. If special circumstances require an extension of this time, please send a Request for Extension to the address above, stating your reasons for the request. If your scholarship requires your attendance at a 4-year institution and you are currently attending a 2-year college, you should send a request for extension. You will not receive scholarship money until you attend the 4-year institution.

If you have any questions, contact Nell Dozier at nellied@frontiernet.net