



**SCHOLARSHIP RECIPIENT – LETTER OF INSTRUCTION**  
**2018**

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.

If you have any questions, contact Nell Dozier at [nellied@frontiernet.net](mailto:nellied@frontiernet.net)