

Scholarship Procedures

THE FOUNDATION CAN NOT RELEASE ANY FUNDS UNTIL ALL REQUIRED STEPS ARE COMPLETED FOR EACH SCHOLARSHIP

If the scholarship is **not a Matching Scholarship we only need Steps 2, 3 and 4.*

Step 1 Fill out completely the **“Scholarship Coordinators Form”** (this form is found on the Alpine Foundation web page at the ASD website) once you have identified the recipient.

Step 2 Fill out and send the **“Scholarship request for funds”**

Step 3 Send all matching money if this is the Matching Scholarship or send over any funds that need to go with the scholarship. If we have the funds already on deposit the Request for funds form will identify the account where funds are to be with drawn.

Step 4 Make sure that the student understands that we must receive their **“Verification of Enrollment”** letter from the school they will be attending. **Please note that we can not accept a letter of admission, we must have proof the student is enrolled at the school.**

We are giving you a sample of a letter that you could include in the letter you give the student.

Dear Student:

Congratulations on being selected to receive this scholarship. In order for the Alpine School District Foundation to send your scholarship money to the school you will be attending we must have you do the following:

Please send an official verification of enrollment from the school they will be attending to:

**Alpine School District Foundation
Attn/ Scholarship
575 N 100 E
American Fork, UT 84003**

Once we receive the verification we will send the money to the Off Campus Scholarship office. The money may then be used to pay your fees, books, tuition or any other school related expenses.

**Please be aware that your scholarship must be used before
May 31, 20??.**