

Alpine School District Foundation

Scholarship Procedures

(Alpine School District policy states: All school associated scholarships must be administered by the Alpine School District Foundation)

Step 1: Fill out and send the **Scholarship Request for Funds** (form may be found on the Alpine Foundation web page at www.alpineschools.org)
Deadline for this is May 1st.

Step 2: All scholarship funds must be on deposit with the Alpine School District Foundation on or before May 1st of year awarded. If funds are not on deposit, the Alpine School District Foundation will not honor the scholarship.

Step 3: The student must send the “**Verification of Enrollment**” letter from the school they will be attending before the Alpine School District Foundation will send scholarship funds to the school. **Please note that we can not accept a letter of admission. We must have proof the student is enrolled.**

Step 4: Please include the following information in any letter or certificate given to scholarship recipients.

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 they must have the following:

Verification of Enrollment letter from the school you will be attending.

Mail to:

**Alpine School District Foundation
Attention/ Scholarships
575 N 100 E
American Fork, UT 84003
Or fax to 801-610-8516**

Once they receive the Verification of Enrollment letter, the Alpine School District Foundation will send the funds to the 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 within three years from date awarded!