

Alpine School District Foundation Scholarship Procedures

Please follow all of the steps so that the Scholarship money can be sent as quickly as possible to the school that the recipient will be attending.

Step 1. Fill out and send the **“Scholarship Request for Funds”** (this form is found on the Alpine Foundation web page at the ASD website) **This form and funds for this scholarship must be filed and deposited by May 1st or we will not honor this scholarship**

Step 2. 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 If we have the funds already on deposit the Request for Funds form will identify the account where funds are to be withdrawn.

Step 3. Make sure that the student understands that we must receive the **“Verification of Enrollment”** letter from the school they will be attending and **a copy of the Scholarship Request for Funds** form that you sent to us earlier. **Please note that we can not accept a letter of admission, we must have proof the student is enrolled at the school.**

The following is a sample letter that you could include with the certificate 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 they must have the following:

Please send an official Verification of Enrollment from the school you will be attending, and a copy of the Scholarship Request for Funds form, that you received with this letter. to:

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

Once they receive these two forms the 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.

THIS SCHOLARSHIP MUST BE USED WITHIN THREE YEARS FROM THE DATE AWARDED!