

Congratulations!

You have been awarded a CHP 11-99 Foundation
Sullivan Advanced Study Scholarship!



How To Claim Your Scholarship:

1 ENROLL IN CLASSES

Enroll in classes for the Fall 2021, Winter 2021, Spring 2022, or Summer 2022 term.

2 SUBMIT PROOF OF ENROLLMENT & SEND THANK-YOU

Request or download a **Current Enrollment Verification Certificate** through your student portal or school registrar. If you cannot obtain a certificate, we would also accept a screen shot of your class schedule, but regardless, your proof of enrollment documentation must show:

1) your name, 2) the name of your school and 3) the term dates all in the same document or screen shot.

Save your proof of enrollment file(s) in a non-editable PDF or image format, and name the file like this example: "**Smith, Jane_EV**" (no quotes needed). **After July 10**, log in and submit your file(s) & documentation via the **11-99 scholarship portal** (link to portal at chp11-99.org/scholarships). *If your proof of enrollment does not show all required items listed above or is not named/formatted as instructed, your submission will be rejected.* Lastly, as requested in your award letter, please write a **thank-you note to Mr. & Mrs. Sullivan** and mail it to our office. We will not send your award check until we have received your note.

3 RECEIVE AWARD CHECK

If your proof of enrollment is acceptable and we have received your thank-you note to the Sullivans, your award check will be mailed within *approximately 3 weeks*.

Please note that your scholarship award offer expires on **December 31, 2021**. If you plan to enroll in classes for Spring/Summer 2022 instead of in the Fall, please let us know, and submit documentation for Spring/Summer enrollment **before December 31** so that we may save your award money. If you have not claimed your scholarship or contacted us by then, *your award will be forfeited*.

