



# How To Claim Your Scholarship:



## 1 ENROLL IN CLASSES

Enroll in classes for the Fall 2022, Winter 2022, Spring 2023, or Summer 2023 terms.

## 2 SUBMIT ENROLLMENT & EXPENSE DOCUMENTATION

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 with your own name: "**Smith, Jane\_EV**" (no quotes needed).

Then, gather bills and receipts showing your educational expenses for the term(s), which can include tuition, housing, books, supplies & fees, and add up and indicate the total cost/amount.

**Starting July 1**, log in and submit your file(s) & documentation via the **11-99 scholarship portal** (linked at [chp11-99.org/scholarships](http://chp11-99.org/scholarships)).

*If your proof of enrollment does not show all required items listed above or is not formatted as instructed, your submission will be rejected.*

## 3 RECEIVE AWARD CHECK

If your proof of enrollment is acceptable, your award check will be mailed within **approximately 3 weeks** after we receive and verify your documentation.

Please note that your scholarship award offer expires on **December 31, 2022**. If you plan to enroll in classes for Spring/Summer 2023 instead of in the Fall or Winter, 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*.

## THANK-YOU NOTES

We encourage you to write a note of thanks to your donors. If you attend a ceremony, you will see your assigned donors on your commemorative certificate. If you don't attend a ceremony and want to send a thank-you, just write the letter and sign your name (don't address it to anyone), mail or email it to us, and we will pass it along to your donors.