

11-99 FOUNDATION SULLIVAN ADVANCED STUDY SCHOLARSHIP

How do I receive my scholarship award funds?

1 ENROLL IN CLASSES

Enroll in classes for the **Fall 2023**, **Winter 2023**, or **Spring/Summer 2024** terms.

2 SUBMIT PROOF OF ENROLLMENT (after July 1)

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 in list format, 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). **Starting July 1**, log in and submit your file(s) & documentation via the **11-99 scholarship portal** (linked 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.*

3 WRITE A THANK-YOU NOTE

Write a note of thanks to Mr. & Mrs. Sullivan for generously providing funding to make your award possible. Mail the note to our office (address below) or email it to scholarships@chp11-99.org by November 1, and we will forward it to the Sullivans just before Thanksgiving.

RECEIVE AWARD CHECK

If we have received your thank-you note and your proof of enrollment is acceptable, your award check will be mailed within **approximately 3 weeks** after we receive and verify your documentation, and your check must be cashed within 6 months of the check date.



Please note that your scholarship award offer expires on **December 31, 2023**. If you plan to enroll in classes for Spring/Summer 2024 instead of in the Fall or Winter, please let us know so that we may save your award money. *If you have not claimed your scholarship award or contacted us by **December 31**, your award will be forfeited.*