

# IMPORTANT INFORMATION

## FOR CLASS OF 2020

Congratulations on receiving a Capital High School Foundation Scholarship!

There are a few very important steps that need to be completed to receive this scholarship.

1. Complete the Contact Information Form so that we may contact you should there be any problem funding your scholarship. <https://forms.gle/akUgPngEeavLQrxc7>
2. Write and mail a THANK YOU card to the sponsor of your scholarship. Sponsor information and cards are enclosed in your packet.
  - It must be neatly written, thoughtful, with no spelling errors. Have someone proofread it.
  - **This MUST be done immediately.**
3. Verification form deadline is **August 1, 2021**. Because of Covid-19 we understand that some of you may put off going to college in the fall of 2020, so we have extended the deadline. However, if you are going to college in the fall of 2020, we would appreciate it if you would send in your verification form as soon as possible.
  - This verification form must be signed by the Registrar at your future University, College, Community College, Technical School, etc. This form is also on the Career Center's website at [https://capital.osd.wednet.edu/counseling/career\\_center/scholarship\\_information](https://capital.osd.wednet.edu/counseling/career_center/scholarship_information) .
  - The Registrar will then mail the completed form to the Foundation.
  - If we do not receive the form by August 1, 2021, you will no longer be eligible to receive this scholarship and it will be offered to the alternate recipient.
4. **VERY IMPORTANT:** Please do not count on this scholarship money being available until your **2<sup>nd</sup> enrolled quarter**.
  - As soon as the signed verification form is received, a check will be mailed to your financial aid office.
  - This check will then be applied to your financial aid account.
  - Checks may take up to 60 days to arrive & be applied to your account.
5. Contact the CHS Foundation if your plans change or you will no longer be attending your selected school.

Continue to be safe, enjoy your summer, and best wishes for your continued success!

[https://capital.osd.wednet.edu/families/community/scholarship\\_foundation](https://capital.osd.wednet.edu/families/community/scholarship_foundation)

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