



Recipient Instructions

Congratulations on receiving a scholarship administered by the Germantown Community Scholarship Fund, Inc. It is very important that scholarship recipients **send a “thank-you”** note or letter to the donor organization immediately. Prompt recognition of the organization is a courtesy that will not only demonstrate your appreciation of their efforts and financial assistance, but also help to ensure their continued participation for students in the future. The contact information for your scholarship is:

**Deb Stresing
W180 N11501 River Lane
Germantown, WI 53022**

Some suggestions for your thank you letter:

- Express your appreciation for the scholarship
- State the name of the institution where you will attend school and your major
- State your permanent address for future correspondence

Payment of Scholarship

According to the bylaws of the Germantown Community Scholarship fund, Inc. Article VI, Section 3: In order for a student to be eligible for scholarship money, that student must have completed one (1) semester of school successfully, and be enrolled in a second semester within two and one-half (2 1/2) years of the date of the award of the scholarship; otherwise the money designated for that particular scholarship will revert to the trust fund. Please note the final date to submit paperwork for payment of your scholarship is DECEMBER 31, 2014.

Additional guidelines:

- ❑ Scholarship proceeds may not be used for any purpose other than the payment of “qualified tuition or related expenses” as defined by the Internal Revenue Code. Qualified expenses include fees, books, supplies and equipment required for courses of instruction at an educational organization, but do not include expenses such as room and board. Proceeds may not be used for any other purposes.
- ❑ Students receiving a full scholarship (one that includes full tuition and room and board for all four years of education) **will be ineligible** to receive a Germantown Community Scholarship.
- ❑ Scholarship checks will be mailed to students at their home address following the receipt of the student’s fall term grades, a copy of the spring term course schedule and a signed copy of the *Certification of Attendance form* (enclosed). Please note there is no guarantee that your scholarship checks will be received prior to your tuition bill being due. The checks are made out directly to the student for reimbursement.

Items listed above may be submitted to Mr. Perry Benz, Germantown High School, N11501 River Lane Road, Germantown, WI 53022. Phone: (262) 253-3400.



Certification of Attendance

The undersigned hereby certifies to the Germantown Community Scholarship Fund, Inc. as follows:

1. I have successfully completed one semester of school at _____ (“First Semester”) and have
name of college/ university
enrolled for a second semester, which semester commences on _____, 2____
 (“Second Semester”).
2. I have enclosed a true and correct copy of my grades for the First Semester described above and a copy of my course selection for Second Semester.
3. I have incurred or paid qualified tuition or related expenses in connection with my attendance at the educational organization in an amount equal to or in excess of the amount of the scholarship I have been awarded. None of these expenses have been paid by, nor has any person or entity other than a member of my immediate family reimbursed me for such expenses.
4. I will not use the scholarship I have been awarded for any purpose other than the payment of qualified tuition or related expenses as contemplated by the Internal Revenue Code.
5. I understand that the Germantown Community Scholarship Fund, Inc. is relying on the statements I have made herein as being true and agree that it is entitled to rely on such statements as being true and correct.

In witness whereof, I have signed this Certification as of this ____ day of _____, ____.

Student Signature

Compete, sign and attach this form to an official copy of your college/university transcript and submit to Mr. Perry Benz in the Germantown High School Guidance Office. Please note the final date to submit paperwork for payment of your scholarship is DECEMBER 31, 2014.