

CC Athletic Boosters Scholarship Recipient

Letter of Instruction

Congratulations on being chosen the recipient of the Coal City Athletic Boosters scholarship in the amount of \$500. Your scholarship money will be disbursed to you upon receipt of the following required items. Please follow these instructions carefully.

1. **Return this page**, with the form below filled out. Designate either yourself, or your school, to be named on the check with the payee's mailing address.
2. **Attach documentation**, showing that you have successfully completed one term of college.
Documentation needed:
 - a. A copy of your first semester grades or a statement of verification from your college that you have completed one term and are currently enrolled for another term, signed by a college official. You must have maintained at least a "C" average.
 - b. Proof that you have paid a non-refundable deposit or full payment for tuition, books or student fees.

Send these two items to
Coal City High School
c/o Coal City Athletic Boosters
655 W. Division Street
Coal City, IL 60416

This request for payment of scholarship will not be processed if you have not included the above items. Once all information is received a scholarship check will then be issued and mailed directly to you or your college.

The Athletic Boosters are pleased that you were selected as an award recipient. The Athletic Boosters wish you much success as your college days begin.

NAME OF STUDENT _____ EMAIL _____

PHONE NUMBER _____

MAKE CHECK OUT TO _____
(Your Name or Your School Name and Department)

(Street Address)

(City, State, Zip Code)

You have one year to request your scholarship money. If special circumstances require an extension of this time, please send a Request for Extension to the above address, stating your reasons for the request. If after one year you fail to notify the Athletic Boosters with directions for disbursement of the scholarship funds, the rights of the scholarship will be forfeited and the funds shall be put back into the Athletic Boosters general fund.