

Sheffield-Sheffield Lake City Schools

Endowment Committee

Affiliated with the Community Foundation of Lorain County

**Sheffield-Sheffield Lake City Schools
Endowment Fund- Scholarship Committee**

Recipient Instructions for obtaining scholarship funds

Congratulations on being this year's recipient of a **Sheffield-Sheffield Lake City Schools Endowment Fund Scholarship!** Your monetary award is dependent on which scholarship you received. Please contact me if you are unsure.

This scholarship, sponsored and/or managed fiscally by the Sheffield-Sheffield Lake City Schools Endowment Committee, is paid to the bursar of the college or university of which you will be attending.

Instructions for obtaining scholarship monies:

- a. Once enrolled and scheduled at your selected college or university, print and provide a copy of your course schedule for the semester/year in which you are enrolled. The committee will forward your scholarship money to the office of the bursar for credit to your account. Please check with your college or university to see where outside scholarship monies should be mailed (provide this address).
- b. Fill out the enclosed form "Request for Release of Scholarship Funds"
- c. Mail the completed form (with a copy of your school schedule) to the address below using the self-addressed stamped envelope. Please note that these materials must be mailed by US Mail. All documentation should be scanned and/or printed on 8 ½ x 11" paper. Pictures of forms are not accepted.
- d. Communication regarding procedures or issues with scholarship monies should be directed to Mr. Andrew Smith, the Endowment Committee Treasurer. Please note! Communications regarding scholarship are required to be sent by the recipient (student) rather than parent. This complies with privacy rights for graduated students. Thank you!

Once again, Congratulations! The Sheffield-Sheffield Lake City Schools Endowment Fund is proud to honor you for your outstanding achievements of positive education experiences in the Sheffield-Sheffield Lake City Schools.

Sincerely,

Mr. Smith

Andrew M. Smith, Treasurer
Sheffield-Sheffield Lake City Schools – Endowment Fund
1824 Harris Rd.
Sheffield Village, OH 44054
Phone: 440-949-4213
Email: asmith@sheffieldschools.org



Sheffield-Sheffield Lake School
Endowment Committee

1824 Harris Road
Sheffield Village, Ohio 44054

In affiliation with the Community Foundation of Greater Lorain County

REQUEST FOR RELEASE OF SCHOLARSHIP FUNDS

Date _____

Student Full Name _____

Student Date of Birth _____

Student ID (College) _____

Name of University or College:

University Mailing Address for Financial Aid Office/Office of the Bursar

Student Mailing Address:

Phone: _____

Please complete this form, include a copy of your university schedule, and mail using the postage-paid envelope to:

Sheffield-Sheffield Lake City Schools – Endowment Fund
Mr. Andrew Smith, Treasurer
1824 Harris Rd.
Sheffield Village, OH 44054
Phone: 440-949-4213 Email: asmith@sheffieldschools.org