🟒 **IMPORTANT INFORMATION**  🟒

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. All steps must be completed or the award will go to an alternate student.

1. You must complete a THANK YOU card to the sponsor of your scholarship. Sponsor information and cards are available in the Career Center.

* It must be neatly written, thoughtful, with no spelling errors.
* **DO NOT SEAL THE ENVELOPE.**
* Bring it to the Career Center to be reviewed and mailed for you (no stamp is necessary, we will supply it).
* **This MUST be done by June 8, 2018**.

1. When you turn in your thank you card you will pick up a verification form.

* This verification form must be signed by the Registrar at your future University, Community College, Technical School, etc.
* The Registrar will then return the completed form to us.

1. Verification form deadline is **December 1, 2018.**

* If we do not receive the form by Dec. 1, 2018, you will no longer be eligible to receive this scholarship and it will be offered to the alternate recipient.

1. Please do not count on this scholarship money being available until your **2nd enrolled quarter.**

* As soon as the signed verification form is received, a check will be mailed to your college.
* 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.

1. Contact our office if your plans change or you will no longer be attending your selected school.

Have a great summer break, and best wishes for your continued success!

Capital High School Career Center  
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