DATE

Financial Aid Office (or Cashier’s Office)

NAME OF COLLEGE

ADDRESS

CITY, STATE ZIP

Dear Sir or Madam:

Enclosed, please find check number XXX in the amount of $XXXXXX, which includes the following scholarship award(s) for the following student(s) as listed below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Student** | **Student ID** | **Name of Scholarship** | **Amount** |
|  |  |  |  |
|  |  |  |  |

We kindly ask that your school please adhere to the following requirements:

* For each student, please divide each scholarship equally between the fall and spring semesters.
* If any of the above students leaves school for any reason in the fall or spring semester, or reduces their hours to part-time status, please notify us and promptly return any unused balance of the award to us.
* You may apply our scholarship dollars toward any item within your financial aid office’s determined Cost of Attendance, including tuition, fees, room, board, books, supplies, transportation, health insurance, and/or applicable personal expenses.
* These funds were contributed for needy and worthy students in our community. They are intended to supplement — *not reduce or replace* — any grant or scholarship for which the student is otherwise eligible. In other words, our funds may only be used by your school to offset loans, unmet financial need, student/family payments (as allowed), and work study requirements. Our funds may not be used to reduce any grants or scholarship aid that was offered to these students by your institution.
* If your school’s policies or procedures prevent you from treating all or part of this scholarship as requested, please defer to a later semester or year that portion of our award that would otherwise reduce or displace another grant or scholarship. If deferment is not possible, please return to us any portion of our award that would otherwise reduce or displace another grant or scholarship.

If you have any questions, please contact the Outer Banks Community Foundation at 252-261-8839. Thank you very much for your assistance.

Sincerely,

NAME

TITLE