Germantown Community Scholarship Fund, Inc.
W180 N11501 River Lane • Germantown, WI 53022 • www.germantownscholarship.org

On behalf of the Germantown Community Scholarship Fund, Inc. Board, I hope that you had an enjoyable and successful first semester at college. This letter is a quick reminder of the items necessary for you to receive the scholarship that was awarded to you back in May.

- Sign and return the attached **Certification of Attendance** form with
  - A copy of your recent semester college grades and
  - A copy of your class schedule for the new semester

We request that you submit these to the Germantown High School Counseling Office. You can drop these items off in the Counseling Office or mail them to the following address:

Mr. Perry Benz
Germantown High School
W180 N11501 River Lane
Germantown, WI 53022

If you did not attend school this fall, please contact me at the phone number or email listed below. You have 2 ½ years to enroll in school in order to receive your scholarship.

After the above items have been received a scholarship check will be sent to you by the treasurer of the Germantown Community Scholarship Fund, Inc. Checks will be mailed to the address on your original application unless you notify us of a change. You can expect your check approximately two weeks after submitting your transcripts.

Sincerely,

Perry Benz
GHS School Counselor and GCSF Board Member
Phone: (262) 502-7254
Email: penz@germantown.k12.wi.us

The Germantown Community Scholarship Fund, Inc. is a 501(c)(3) charitable organization as determined by the Internal Revenue Service. Financial statements are available upon request.

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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/vocational-technical school

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 _____, 2___.

_____

Student signature

Complete, 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 Counseling Office.