

NAME OF RECIPIENT _____

NAME OF SCHOLARSHIP _____

KEYS SCHOLARSHIPS, INC.
Instructions and Guidelines for Scholarship Recipients

Congratulations on your receipt of a KEYS Scholarship! Your academic achievements as well as your overall contribution to the Kewaskum High School have been recognized. The KEYS Scholarship Organization compliments you on all of your fine accomplishments and wishes you well as you further your education.

In order to help facilitate the payout of your scholarship monies, the following guidelines have been established. Please read them thoroughly. Should you have any questions regarding any of the contents, please feel free to contact KEYS, Inc at keys.scholarships@gmail.com

1. Annual installment amounts of the scholarship will be disbursed to you at the conclusion of your first semester upon the KEYS organization receiving the following:

- 1. Student's grade report for that semester**-this does not need to be an official transcript but the document sent must include your name, college you are attending, and documentation of the number of credits completed with GPA on a single university generated document

- 2. Proof of enrollment for the subsequent semester**- a schedule of classes is adequate

- 3. Student's current email**

- 4. Student's current phone number**

- 5. The mailing address for your check**

- 6. Student's year of high school graduation**

- 7. The name of the scholarship you were awarded**

Information can be emailed to us at:

Keys.scholarships@gmail.com

Or sent to:

KEYS Scholarships, Inc.

PO Box 124

Kewaskum, WI 53040

2. Scholarship monies on multiple-year scholarships are to be awarded in consecutive calendar years starting with the school year immediately following high school graduation.
3. Recipients must remain in full-time status with a minimum of 12 credits for the semester completed and the upcoming semester they are enrolled in.
4. Recipient must be in good academic standing, specifically this means student must maintain an accumulative and semester GPA of 2.0 or higher.
5. Any situation that fails to meet the above criteria must be addressed in writing to KEYS Scholarships, Inc. Any deviation from these criteria must be with majority approval of the KEYS Board of Directors.