

## How Do I Claim My Scholarship?

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](mailto:KEYS.scholarships@gmail.com)

Or sent to:

KEYS Scholarships, Inc.  
PO Box 124  
Kewaskum, WI 53040

Questions??? [KEYS.scholarships@gmail.com](mailto:KEYS.scholarships@gmail.com)