

How Do I Claim My Scholarship?

Annual installment amounts of the scholarship will be disbursed in ***your name mailed to your address*** at the conclusion of your first semester of college upon the KEYS organization receiving the following:

- 1. Student's grade report for that semester**-typically found as your "Unofficial Transcript." 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**- full time enrollment required, also typically found as part of your "Unofficial Transcript"
- 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**

For quickest turn around information can be emailed to us at:

KEYS.scholarships@gmail.com

Or sent to:

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

Questions??? KEYS.scholarships@gmail.com

Processing of scholarship checks may require 2-3 weeks, please submit information as quickly as possible at the end of your fall semester.

For multiple year scholarships, payments will be disbursed once annually after the completion of the fall semester each year and require the submission of the same pieces of information updated to include your current status.