



Germantown Community Scholarship Fund, Inc.

W180 N11501 River Lane • Germantown, WI 53022 • www.gcsfund.org

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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 in May of your graduation year.

- Sign and return the attached **Certification of Attendance** form with
 - A copy of your recent semester college grades
 - A copy of your class schedule for the new semester
 - Payment of qualified tuition or related expenses for recent semester

We request that you submit these to the Germantown High School Student Services Office. You can drop these items off in the Counseling Office, fax to 262-253-3494, email to pbenz@gsdwi.org or mtimmerman@gsdwi.org or mail them to the following address:

**Germantown High School
c/o Perry Benz
W180 N11501 River Lane
Germantown, WI 53022**

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

After the above items have been received, a scholarship check will be sent to you on behalf of the Germantown Community Scholarship Fund, Inc. Checks will be mailed to the address on the next page. You can expect your check approximately two weeks after submitting your transcripts.

Sincerely,

Perry Benz
GHS School Counselor and GCSF Board Member
(262) 502-7254

pbenz@gsdwi.org



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Check Mailing Address

Confirm mailing address below:

Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Email address: _____ Main Phone #: _____

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 enrolled for a second semester, which semester commences on _____, _____ (“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 more than 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 _____, 201x.

Signature of Scholarship Recipient