

THE LINCOLN-LANE FOUNDATION

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MAY WE SUGGEST THAT YOU KEEP THIS REMINDER AND ALSO MARK THE FOLLOWING TIMES ON YOUR CALENDAR.

1. As soon as possible, but no later than Sept. 1 – Return the enclosed address form to us.
DO NOT SEND CERTIFIED OR REGISTERED MAIL!
For GRADUATING students, we still need this form returned.
2. Renewal application will not be mailed to you. Please download the Renewal application from our website.
3. November 1 – Renewal applications are due **to be postmarked** to the Foundation. **DO NOT SEND CERTIFIED OR REGISTERED MAIL. (Do not drop through office door)**
4. End of first semester – Contact your registrar and sign release to have official transcript mailed to the Foundation **after semester grades are posted**. After requesting your transcript, keep your receipt. This is your only proof that you fulfilled your obligation in a timely manner. **The check for your spring semester will not be paid until this is received.** **Without this transcript, the Directors will not consider your application for the following year. For students graduating in May, we still need your transcript for both fall & spring semesters.**
5. Month of April – you will be notified of your scholarship for the following year.
6. May 15th – You have to send in your acceptance form for your scholarship along with your SAR. **Postmarked no later than May 15.** You **MUST** enclose your SAR (Student Aid Report) in order for us to accept your acceptance form. Also as soon as it is available, send in your Financial Aid Information.
DO NOT SEND CERTIFIED OR REGISTERED MAIL!
7. End of second semester – Contact your registrar and make arrangements to have transcript mailed to the Foundation after spring semester grades are posted. Again keep your receipt. **Without this transcript, your scholarship check will not be mailed to the school for the following year. For graduating students, we need your final transcript in order to close out your record and complete our audit file. Please note that when we file our tax forms with the IRS, your name is listed as having received scholarship funds from us. Without your final transcript, your record is incomplete.**
8. By July 22 - If you have not sent in Financial Aid information from your school, you need to get a copy to the Foundation. **YOUR FALL SEMESTER SCHOLARSHIP AWARD CANNOT BE PAID WITHOUT IT.**

FAILURE TO COMPLY WITH THESE INSTRUCTIONS IN A TIMELY MANNER MAY SUBJECT STUDENTS TO REDUCTIONS AND/OR CANCELLATION OF GRANTS FROM THE LINCOLN-LANE FOUNDATION.

NOTE: To meet a deadline, the letter must be “**POSTMARKED**” by the required date. In sending required info to the foundation, please **use regular mail.** (DO NOT PUT IN OUR MAIL SLOT) **Sending items by Special Delivery**, etc., actually results in a delay in our receiving them or they may not be received at all.