

# THE LINCOLN-LANE FOUNDATION

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## IT IS YOUR RESPONSIBILITY TO PROVIDE LINCOLN-LANE FOUNDATION WITH THE FOLLOWING ITEMS BY THE REQUESTED DATE FOR YOUR SCHOLARSHIP TO CONTINUE.

The table below identifies all items that you are responsible for providing and the date the item must be postmarked by or received by the Lincoln-Lane Foundation to meet the required deadline. Repeated missed deadlines may cause your scholarship to be rescinded. **DO NOT SEND ANY ITEMS USING CERTIFIED OR REGISTERED MAIL!**

All items are required even if you will be graduating this academic year or this year's award was deferred for any reason. All items are available on the [www.LincolnLaneFoundation.org](http://www.LincolnLaneFoundation.org) website. Keep copies of items and/or receipts of requested items (ex. Transcripts) for your records or if the Foundation has any questions pertaining to the item provided.

Item	Date to be postmarked by NLT (No Later Than):	✓
<b>School Address Form</b>	<b>September 1<sup>st</sup></b>	
<b>Renewal Application</b>	<b>November 1<sup>st</sup></b>	
<b>Official 1<sup>st</sup> term (Fall) transcript</b> Must be Official and Complete.  <i>Official:</i> from the University Registrar directly to the Foundation. If electronic transcript service, have sent to <a href="mailto:lincolnlane1@gmail.com">lincolnlane1@gmail.com</a> . If USPS, have sent to <b>207 Granby Street, Suite 302 Norfolk, VA 23510</b> <i>Complete:</i> final term grades are indicated.	<b>End of January</b> or as soon as the final grades have been posted.  You can request the transcript at any time, but the Foundation should only receive the transcript AFTER final grades are posted.	
<b>Scholarship Award Acceptance Form</b> <ul style="list-style-type: none"> <li>• include your <b>Student Aid Report (SAR)</b> for the academic year of the award. This will be the SAR for following academic year.</li> <li>• <b>Parent's Tax Return</b> for the previous calendar year.</li> </ul> The <i>Lincoln-Lane Scholarship Award Acceptance Form</i> will be mailed to you in April with your scholarship notification letter. The SAR must be the completed FAFSA document indicating your Expected Family Contribution (EFC). The SAR and your EFC may vary each academic year.	<b>May 15<sup>th</sup></b>	
<b>Official 2<sup>nd</sup> Term (Spring) Transcript *</b> Must be official (directly to us from the university) and complete (final grades have been posted).	<b>End of July</b> or as soon as final grades have been posted.	
<b>Financial Aid Information *</b> College Award Letter including your cost of attendance (COA) and any other aid you are receiving for the next academic year.	As soon as available and no later than <b>July 22<sup>nd</sup></b> .	

\* **YOUR NEXT FALL SEMESTER SCHOLARSHIP AWARD CANNOT BE PAID WITHOUT THIS ITEM.**

**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.**