

THE LINCOLN-LANE FOUNDATION

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Norfolk, VA 23510

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lincolnlane1@gmail.comwww.lincolnlanefoundation.org**STUDENT TASK CALENDAR**

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 Repeated missed deadlines may cause your scholarship to be rescinded.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 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):	✓
School Address Form	September 1st	
Renewal Application	November 1st	
Official 1st term (Fall) transcript Must be Official and Complete. Official: from the University Registrar directly to the Foundation. If electronic transcript service, have sent to lincolnlane1@gmail.com . If USPS, have sent to 207 Granby Street, Suite 302 Norfolk, VA 23510 Complete: final term grades are indicated. [Your Spring Semester check will not be sent until your Fall Transcript has been received.]	As soon as the final grades have been posted but no later than January 15th You can request the transcript at any time, but the Foundation should only receive the transcript AFTER final grades are posted.	
Scholarship Award Acceptance Form <ul style="list-style-type: none"> include your Student Aid Report (SAR) for the academic year of the award. This will be the SAR for following academic year. Parent's Tax Return for the previous calendar year. 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.	May 15th	
Official 2nd Term (Spring) Transcript * Must be official (directly to us from the university) and complete (final grades have been posted). [IMPORTANT: Your renewal award cannot be finalized without receipt of your Spring Transcript.]	As soon as final grades have been posted but no later than June 30th	
Financial Aid Information * 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 but no later than July 22nd	

* **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.