

Instructions for Renewing Your Scholarship

Should you wish to apply for a renewal of your scholarship next year, it is *imperative* that you provide the following four items no later than **MARCH 1**. We will not remind you of the renewal deadline. It is your responsibility to file these renewal materials. Please be sure your name appears on all materials submitted on your behalf. *We cannot stress strongly enough that you follow these instructions and send these materials in a timely fashion.*

- 1) A **complete transcript** of all your grades from the beginning of your college study through the most recent grade report received as of the application deadline.

- 2) A **sealed letter of recommendation** from one of your college teachers or counselors who can evaluate your progress, course of study, and character.

- 3) A **brief statement from you outlining your progress in school** so far, your goals, achievements, and extracurricular activities. This is your personal statement and you may add anything you feel may help us evaluate your application. Tell us what the scholarship has meant to you. Please note that we may use excerpts of your letter in our newsletters or other publicity. Be sure to put your name, e-mail address, home address and school address on this statement.

- 4) A **financial statement** including your expected costs for attending school, as well as your anticipated income or other sources of funds available for school expenses.

PLEASE KEEP THESE INSTRUCTIONS IN A SAFE PLACE WHERE YOU MAY REFER TO THEM NEXT YEAR. YOUR APPLICATION WILL BE INCOMPLETE AND WILL NOT RECEIVE CONSIDERATION WITHOUT THESE FOUR ITEMS.

Send by March 1 to

_____ Charlottesville Community Scholarship Program

P.O. Box 1221

Charlottesville VA 22902

