

PO Box 1119 Philmont, New York 12565
taconichillsdfs@outlook.com

Congratulations! On behalf of Taconic Hills Dollars for Scholars, we are pleased you have been selected to receive a scholarship to be used for educational related expenses. **Please follow the instructions below to receive your award:**

**Your Responsibilities:**

* By Federal Tax Law please be aware that qualifying education expenses include **ONLY** tuition, Federal Loans, mandatory fees, books, and course related expenses required for a class.  Using Scholarship money for Room and Board will make you liable for taxable income implications.
* As soon as you receive your college tuition bill, you must send it to DFS. You may mail it or email it to us. The following needs to be included on the bill:
	+ - Your name
		- Your student ID.
		- College name
		- College address to where payments can be mailed.
		- Amount due.
		- Note: Many online print outs do not include all the above information. Be sure to add any missing information in what you send to us.

*A check will be mailed to your college directly.* ***We are not permitted to issue checks to students or parents.*** *We cannot issue a check to the college if there is a zero balance on the tuition bill. We can pay for textbooks or supplies for your courses. Payment must be made directly to the college bookstore by us. Contact us to arrange this prior to purchasing books or supplies.*

**Excelsior Scholarships**: If you receive an Excelsior Scholarship, do NOT request scholarship money to be put towards your tuition: it will reduce your Excelsior Scholarship.

* **A thank you note is requested to be done by June 30 on a thank you note card**. Notes written on looseleaf paper or “form” thank you notes will not be accepted. It must be mailed to us. **Our Donors are committing their finances to your future, so please take the time to make it meaningful by noting what your future plans are in college/trade school noting how the money will help you. Use the Award information in your Award packet. Do one for each award received.** And please mail it to the address below. If you received a named scholarship, please address the thank you to the donor on the card/letter. We will then forward your note to the donor of your named award. And please mail it to:

 Taconic Hills Dollars for Scholars

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* Please plan ahead. We are a volunteer run organization and processing time is needed.
* If your award exceeds the amount due on your bill the first semester, please remember to send a bill the following semester to the address above to use the remainder of your award.
* Any questions may be directed to Gaye Hoffman, Scholarship Coordinator at (518) 938-1404 or hoffman.gaye8@gmail.com
* You may want to notify your college of the DFS award you received so they apply it to your student account and are aware the check will be on its way.
* You have 5 years to use your DFS scholarship award in full.

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