

“A Community Based Scholarship Program”

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:**

* As soon as you receive your college tuition bill, you must send it to DFS. 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 of 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.*

* A thank you note is required. You may include it with your tuition bill. If you received a named scholarship, please address the thank you to the donor. We will then forward your note to the donor of your named award.
* Mail all information above to: Taconic Hills Dollars For Scholars

 PO Box 1119

 Philmont, NY 12565

 Or email it to taconichillsdfs@outlook.com

* 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 in order to use the remainder of your award.
* Any questions should be directed to Mrs. Hotaling, Scholarship Coordinator at (518) 859-8564 or lynnh\_2005@hotmail.com. There are, at times, other expenses that may qualify other than tuition. But, this is the most common and simplest use.

**Important Information:**

* 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.
 5/2018