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**CONGRATULATIONS ON YOUR SCHOLARSHIP!**

To obtain your scholarship funds, you must do the following by September 15, 2016.

1. **Accept your scholarship online.** You must let us know that you accept the scholarship and intend to use the funds.
	1. Login to your profile at southeastpolk.dollarsforscholars.org
	2. Access the “My Scholarships” section of your dashboard page.
	3. At the bottom the screen you will see “Awarded Scholarships”. The scholarship(s) you have been awarded will appear in a list here. Click on “Accept Scholarship” next to scholarship name.
	4. Enter the information of the school you are attending and also please be sure to update your contact information:
		1. Special note: If you used your SEP student email address on your student profile, please update it to something else! We must be able to contact you after you leave high school.
	5. Agree to the Terms & Conditions and save.
2. **Provide a class schedule.** A schedule of classes for the upcoming semester must be provided to us. Be sure that the schedule indicates the number of college credits for each course.
3. **Write a thank you note**. A business, organization or individual donated money to make this scholarship possible for you. Please show your appreciation by writing them a thank you note. Please send the note to Southeast Polk Dollars for Scholars and we will deliver to the proper donor.

Please mail your class schedule and thank you note to:

Southeast Polk Dollars for Scholars

PO Box 203
Altoona, IA 50009

**These steps must be completed by September 15, 2016.**

**If you do not complete these three steps, your scholarship payment
will not be processed.**

Once this information is received, a check is made payable to your college for the full amount of scholarship. The check is sent directly to the college you have indicated in your online acceptance of your scholarship. We send a letter along with the check, requesting that half be applied to first semester and the other half be applied to second semester.

For questions about payment of your scholarship funds to your school, please contact our Treasurer, Sandy Pedersen at Legacy Bank at 515-967-9981 or sandy@banklegacy.com.