

SCHOLARSHIP CLAIMING GUIDELINES

Dear Scholarship Winner:

The purpose of these guidelines is to help **YOU** receive the maximum benefit from your **TACOMA ELKS** Scholarship Award.

1. Contact the Financial Aid Office at the college of your choice. Tell them that you have received a scholarship from the Tacoma Elks Lodge #174 (bring the letter you received telling you that you have been selected to receive a scholarship, to validate your claim) and ask them to advise you on their rules on outside scholarships.
2. Present the original award letter to the Registrar upon enrolling at the college of your choice. Tell the Registrar/Financial Aid office that you will need verification of enrollment from them directly, sent to the Tacoma Elks Lodge #174, P.O. Box 11008 Tacoma WA 98411. **NOTE:** Be sure you keep a copy of the scholarship award letter just in case the college misplaces it.
3. The scholarship **MUST** be claimed in the Elks fiscal year in which it is given. (i.e. Scholarships awarded in May 2022 must be claimed before March 31, 2023)
NO EXCEPTIONS!

Remember, it is **YOUR** responsibility to notify the TACOMA ELKS regarding the handling of your Scholarship.