



Tacoma Elks Lodge #174

Scholarship Guidelines

- Our scholarship programs are for undergraduate study only.
- The Scholarship awards are evidenced by a Certificate of Award Issued by the Tacoma Elks Lodge #174. All checks are paid directly to the school; under no circumstance can we make payment directly to the student.
- Scholarship awards may be used for cost of attendance expenses. In order to receive payment, a student must present his/her Letter of Scholarship Acceptance to the college Registrar. The Registrar will then send to our office the completed Verification of Enrollment. At this time, Tacoma Elks will issue the check, payable to the school, and mail it directly to the school to establish a credit in the name of the student. We will notify the student when we mail the check.
- If a student terminates his or her courses for any reason, the undisbursed balance of the award **MUST** be returned directly to the Tacoma Elks Scholarships. It may **NOT** be transferred to another school, and it may **NOT** be paid to the student personally.
- It is the responsibility of the student to follow-up on all matters relating to his or her scholarship award.
- The Tacoma Elks has no loan programs or assistance for graduate study available and it does not maintain a mailing list.

Renewal Procedures (Renewal Applications May be Requested from Tacoma Elks Lodge)

- Our funding for scholarships may vary from year to year; therefore, although renewal of scholarships is typically granted yearly (up to four years), it is not automatic.
- Next year's renewal applications must be received by Tacoma Elks #174 on or before **Friday, March 4, 2023 (3pm)**. Applications received after this date will not be considered for renewal. Applications must have your most recent grade transcript enclosed.
- Renewal applications can be mailed to:

Tacoma Elks #174
Attn: Jessica Boggs
P.O. Box 11008
Tacoma, WA 98405

Or

fax: (253) 272-1303

Or

e-mail: allenmorearap@tacomaelks.com