

## Scholarship Acceptance Agreement (including Preston Coiner Scholarship)

**Congratulations!** You have been awarded a Charlottesville Scholarship Program Scholarship. The Board of Directors recognizes the achievements you have made during your years at Charlottesville High School and/or during your years as an adult student and member of the Charlottesville community. You have distinguished yourself among your peers and promise to be a strong candidate for success at the college level. Recognition also goes to your parents, other family members, teachers, mentors, and friends who have nurtured you along the way.

**In order for the CSP to send a scholarship check to your college, you must do the following. Please submit required materials electronically, whenever possible. Keep a copy of this form and use it as your checklist!**

1. [Complete and return this form](#) to accept your scholarship and to let us know that you understand the procedure for claiming and renewing your scholarship. Parents/Guardians should also sign for scholars who are not yet 18 years old.
2. Complete the [Student Contact Information Google Form](#). The link is provided in your award email. It is vital that you keep your contact information up-to-date, and renewals will not be approved until you have submitted this form each year.
3. When you've made a final decision about the school you will attend, provide CSP with your college [Student Identification number](#) as soon as it has been assigned to you.
4. Provide CSP with a copy or screenshot of your college [Tuition Invoice](#) when it becomes available later in the summer.
5. Have your college registrar sign and return to CSP your [Verification of Enrollment/Pre-Registration form](#). Each college has different rules about when it considers students enrolled or pre-registered. Talk to the registrar to find out your school's procedure.
6. We normally expect our new scholars to attend the annual CSP New Scholar Reception. This year, of course, we won't be able to have this event. Instead, we need a [photograph of you](#) to post on our website and include in our spring newsletter. Your senior picture would be great!
7. We normally introduce you to your [Navigator](#) at the Reception. This year, we will put your navigator in touch with you via email, text, or phone call. We expect you to [stay in touch](#) to provide updates on your progress, share questions and concerns, and receive support as needed.
8. Familiarize yourself with the instructions and requirements for [renewing your scholarship](#). Renewals are due by March 1 each year and consist of a financial statement, personal statement, and complete transcript. Students must maintain a 2.0 GPA to renew their scholarships. CSP may publish all or part of your personal statement on our website and/or in our semi-annual newsletter.
9. Finally, if you decide to withdraw from college, do so before the deadline for withdrawals and let us know immediately so that your money can be returned to the scholarship program for use by other students.

**I hereby accept a scholarship from the Charlottesville Scholarship Program (CSP) to be used in accordance with the terms of my award letter. By signing this acceptance, I grant CSP public use of my name as a scholar, the amount of my scholarship, and other information pertaining to my application and in connection with the Scholarship Program. I authorize CSP, its assigns and transferees to copyright, use and publish the same in print and/or electronically. I also agree to be contacted by a representative of the CSP as appropriate and I understand that this agreement is in effect as long as I am a scholarship recipient.**

Signature of Scholar	Print Name	Date Signed
Signature of Parent(s)/Guardian(s)	Print Name(s)	Date Signed

**VERIFICATION OF ENROLLMENT/PRE-REGISTRATION**

This is to certify that \_\_\_\_\_  
STUDENT NAME (Print)

is pre-registered/enrolled at \_\_\_\_\_  
College/University

\_\_\_\_\_  
College Financial Aid Office Mailing Address

\_\_\_\_\_  
City State Zip Code

**(This is the address to which the scholarship check will be sent. Please verify that it is correct.)**

for the \_\_\_\_\_ term.

**IMPORTANT:** College tuition payment deadline for upcoming fall semester: \_\_\_\_\_

Student ID#: \_\_\_\_\_

\_\_\_\_\_  
College/University Registrar's Signature

\_\_\_\_\_  
College Contact Name and Telephone/E-mail

Date: \_\_\_\_\_

---

UPON COLLEGE PRE-REGISTRATION OR ENROLLMENT, RETURN THIS FORM AS SOON  
AS POSSIBLE TO:

**We strongly encourage electronic submission of forms!**

Stephanie Leech, Program Manager  
Charlottesville Scholarship Program  
P.O. Box 1221  
Charlottesville, VA 22902  
434.987.8338

Email: [scholars@cillescholarship.com](mailto:scholars@cillescholarship.com)