

## Charlottesville Promise or Preston Coiner Scholarship Acceptance Agreement

**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 or vocational school 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 or vocational school, you must complete the following steps. Required documents should be uploaded through the [New Scholar Google Form](#), which also allows you to keep your contact information up to date. Feel free to keep a copy of this acceptance agreement and use it as your checklist!**

1. [Sign and upload this form](#) through the [New Scholar Google 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 [contact information questions](#) on the [New Scholar Google Form](#). You can come back to that form anytime you need to update your information. It is vital that you keep your contact information up-to-date, and we will be asking you for updates each year as part of your renewal requirements.
3. We normally expect our new scholars to attend the annual CSP New Scholar Reception, where we take your photo as part of the celebration. This year, of course, we won't be able to have this event. Instead, please upload a [photograph of yourself](#) to the [New Scholar Google Form](#) to post on our website and include in our spring newsletter. Your senior picture would be great!
4. When you've made a final decision about the school you will attend, enter your college/vocational school [Student Identification number](#) on the [New Scholar Google Form](#) as soon as it has been assigned to you.
5. Have your school registrar sign and return to you your [Verification of Enrollment/Pre-Registration Form](#), and then upload it to the [New Scholar Google Form](#). If the registrar would prefer to email it directly to us at [scholars@cillescholarship.com](mailto:scholars@cillescholarship.com), that's fine. Each school has different rules about when it considers students enrolled or pre-registered. Talk to the registrar to find out your school's procedure.
6. Upload a copy or screenshot of your college/vocational school [Tuition Invoice](#) to the [New Scholar Google Form](#) when it becomes available later in the summer.
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 personal statement and complete transcript uploaded through the [Renewing Scholar Google Form](#), as well as contact information and financial questions answered on the Google Form itself. Students must maintain a 2.0 GPA to renew their scholarships. CSP may publish all or part of your renewing scholar personal statement on our website and/or in our semi-annual newsletter.
9. Finally, if you decide not to enroll in school or to withdraw, please do so before the deadline for withdrawals and let us know immediately so that your money can be returned to the scholarship program. If you decide you would like to defer enrollment, please let us know immediately so we can discuss options for deferral of your scholarship payments

**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