

2021 Statewide College Scholarship Program Sample Memo to Applicants

(This memo should be distributed with 2021 statewide college scholarship program applications.)

To: All Scholarship Applicants
From: Travis Heiser, CEO, Inner Lakes Federal Credit Union
Date: 9/29/20
RE: How to apply for a college scholarship

Thank you for your interest in our scholarship program, offered in partnership with the New York Credit Union Association. Please review the following instructions carefully before completing your application.

Note: You must be a member of Inner Lakes FCU to apply for a college scholarship through this program. If you are not currently a member, please call Inner Lakes at 716-326-3858 to learn how to join.

1. Complete and save the scholarship application form. Please use only the space provided on the form to answer the questions. Other than where specified on the application form, no attachments, resumes, pictures or other materials of any kind should be submitted or used to answer the questions.
2. You and your parent or guardian **must sign** the Certification and Release Authorization on the back page of the application form.
3. You must obtain a credit union verification code from your credit union in order to verify eligibility. This can be done by emailing theiser@innerlakesfcu.org for the verification code.
4. Submit your application online at: <https://www.nycua.org/more/scholarship-program/2-uncategorised/1335-college-scholarship-program-applicants> by **January 8, 2021**, along with:
 - a high school transcript documenting your GPA for grades 9-11;
 - an SAT/PSAT/ACT transcript; and
 - an essay response.

If any portion is incomplete or not included, the application will not be considered.

Please save and upload the documents as three separate files:

1. Scholarship Application
2. High School Transcript and SAT/PSAT/ACT scores
3. Essay

If you have any questions, please don't hesitate to contact us at 716-326-3858. Winner notifications will be sent in April / May 2021. Good luck and we look forward to receiving your application!