

# **ROGERS DEVELOPMENT FOUNDATION**

**317 W. WALNUT  
ROGERS, AR 72756  
479.636.1240**

5/17/2019

Dear :

Congratulations on being selected as a scholarship recipient! The Rogers Development Foundation (RDF) is proud to assist in the administration of Rogers Community Based Scholarship Program (CBSP) funds.

This is your INFORMATION PACKET. In compliance with the CBSP Policy: to disburse your scholarship funds, the following steps must be completed:

- Thank You Letter**
- Disbursement Form**
- Proof of Enrollment**

Once you have completed all three (3) steps, as instructed below, your award will be disbursed (paid) directly to your school, college, or university.

## **TO CLAIM SCHOLARSHIP FUNDS**

### **FALL SEMESTER**

#### **1. Thank You Letter**

You must write a thank you letter to each of your donors. Each letter should be placed in a sealed, stamped, and addressed envelope. Once that is done, place that envelope inside *another* envelope and deliver to:

Rogers Development Foundation  
317 W Walnut Street  
Rogers AR 72756

Your donor list is included in this Information Packet. That list includes the name and address that the Thank You Letter(s) should be addressed to.

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**Do not mail the letters directly to your donor.**

RDF does **NOT** provide postage. We will mail your letter(s) to the donor. You send them to RDF first so that we may check that box and confirm that you have met the first requirement. If you have already written your Thank You Letters and mailed them to RDF, you do not need to write another letter.

**You have fulfilled this requirement when we receive the postage paid envelope with your Thank You Letter(s).**

## **2. Disbursement Form**

Your Disbursement Form is included in this Information Packet.

This form **must be completed by your college** and returned to RDF.  
You are responsible for submitting this form to your school.

**Forms that are completed by the student will NOT be accepted.**

**You have fulfilled this requirement when we receive the completed Disbursement Form from your college.**

## **3. Proof of Enrollment**

Provide RDF with proof that you are enrolled in a college or university, with a minimum of 12 credit hours, for the current semester.

Proof of Enrollment can be:

- Official school Proof of Enrollment form (provided by Registrar's Office)
- Fall semester school schedule

If you complete fewer than 12 credit hours in the fall, the school will notify us and your scholarship will be revoked. Once the above requirement has been completed, scholarship funds for the fall semester will be paid directly to your school.

**You have fulfilled this requirement when we receive proof of your Fall enrollment.**

RDF is unable to issue scholarship payments directly to any student, for any reason. Award funds are paid directly to your school on your behalf.

**Scholarship funds will not be distributed until all three of the above requirements have been completed.**

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To receive the second half of your scholarship you will need to complete each of the spring semester guidelines listed below.

## **SPRING Semester**

### **1. Proof of Enrollment**

As in the fall semester, you must submit to RDF proof that you are enrolled in a college or university for the spring semester.

### **2. Fall Grades**

A copy of your fall semester grades, including your GPA, must be provided to RDF.

#### **NOTE:**

Recipients must achieve a GPA of 2.5 for the fall semester and/or satisfy any additional specified criteria indicated by the donor. Students must meet ALL guidelines to be eligible for their spring semester funding. Donor criteria are noted on the Scholarship Disbursement Form.

**Scholarship funds for the spring semester will not be disbursed until the fall semester grades and proof of full-time enrollment have been received by RDF.**

If your mailing address changes, we have included a Change of Address postcard that you will complete and return to RDF.

Please allow 10 – 21 business days for posting to your account. If you have any questions concerning scholarship payments, please contact the Rogers Development Foundation Administrator. If you have questions concerning scholarship donors, please contact the Scholarship Coordinator with Rogers Public Schools at 479-636-3910

Thank you,  
Katie Wright  
Rogers Development Foundation  
479-636-1240