**SCHOLARSHIP NAME**
Renewal & Proof of Enrollment Form

### Step 1: Complete the Required Student Information (completed by the student)

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Full Name of College/University/Institution</th>
<th>20___ - 20___ Academic Year</th>
<th>Academic Term (fall, winter, spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Step 2: Provide Proof of Enrollment (select Option 1 or Option 2)

#### Option 1: Registrar Completes, Signs, and Stamps this Section

I hereby testify that the above student has a cumulative GPA of _________ is registered as a:

_________________ student, during the 20___ - 20___ academic year for the _________ academic term. (full-time or part-time)

<table>
<thead>
<tr>
<th>Registrar’s Signature</th>
<th>EIN Taxpayer ID for Educational Institution (XX-XXXXXXX) Required to Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Address to which payment should be sent. 

Stamp College/University/Institution Seal Here

#### Option 2: Use if Your Institution Does Not Complete this Form

Provide ONE of the Following:

- Copy Bill OR Academic Schedule
- Proof of Enrollment from National Student Clearinghouse

Must include: Student’s Full Name, Name of College, Billing/School Address, Academic Term and Credit Hours Enrolled.

### Step 3: Provide Required Renewal Documentation

- Essay: *description*
- Copy of Transcript: *no screenshots (unofficial or advising report sufficient)*
- Etc.

### Step 4: Return Proof of Enrollment and Renewal Documentation to The Columbus Foundation

**Email:** *(please attach, do not embed docs)*
scholarshipmanager@columbusfoundation.org

**Fax:**
614/251-4010

*If fax or email, no need to mail original via USPS.*

**Address:**
Alicia Szempruch
Scholarship Manager
The Columbus Foundation
1234 East Broad Street
Columbus, OH 43205

*If Proof of Enrollment form does not accompany Option 2 document, the payment process will be delayed.*