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2020/2021 – Student Scholarship Award Notification

Your scholarship may have specific requirements that must be met and/or upheld to receive your funding. For example, some scholarships require a student to enroll in a minimum number of units or uphold a certain GPA.

Please [click here](#) for a guide to ensure you're able to receive the funding you've worked so hard for.

Thank You Letters due by the end of the day on Sunday, April 26th:

All scholarship recipients must submit a thank you letter for **each** scholarship you have been awarded.

Step 1: Drafting Your Letter

- Please address your letter to the donor(s) of your scholarships as listed above. Some scholarships are not from one individual donor but could come from an organization or charitable group of donors like, for example, the Ventura College Foundation Board of Directors. In this case, you would write, "Dear Ventura College Foundation Board of Directors,".

- Please [click here for a sample](#) to assist you as you format your letter.
- It may be helpful to learn about the background of your scholarship.

[Please click here.](#)

Step 2: Reviewing Your Letter

- The VC Tutoring Center has agreed to support scholarship recipients with their thank you letters. Students can access virtual tutoring through Ventura College Virtual Zoom Tutoring. [Please click here.](#)

- Once reviewed by the VC Tutoring Center, please submit your final draft to the VC Foundation at vcfoundation@vccd.edu no later than the **end of the day Sunday, April 26, 2020.**

In addition to writing a thank you letter, you may consider **sharing your photo with us** or **filming a brief thank you video** that we will send to your donor on your behalf. Especially during this COVID-19 pandemic, we think our donors would love this extra touch. Here's a great example:

<https://www.youtube.com/watch?v=DSEY7mfe-Ew>

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Important note - As already authorized upon submission of your scholarship application, when you submit any materials to the VC Foundation (including your thank you letter, photo, or thank you video) you understand that you have given permission to the Foundation to publish in reports, social media, website updates, and press releases.

After your thank you letter is submitted, please take the following next steps:

- **Submit your fall 2020 proof of enrollment to the Ventura College Foundation as soon as you have it.**

An acceptable proof of enrollment includes the following information:

- The institution to which you are enrolled
 - Your full name and student ID number
 - The courses & corresponding number of units you are enrolled in
- **All proof of enrollment submissions** will be processed **AFTER** July 1, 2020. It may take up to three weeks for your scholarship to be processed and subsequently disbursed.
 - **All students enrolled at Ventura College** in the 2020-2021 academic year and have received a scholarship that can be used while enrolled at Ventura College and have submitted their proof of enrollment will receive their scholarship funds in a check in their name to be deposited to their personal bank accounts. You can ask the Foundation to mail your check OR give you a call when it is ready so that you may pick it up in our office on the Ventura College campus. If the COVID-19 stay at home order is still in place, all Foundation scholarship checks will be mailed to recipients.
 - **All students enrolled at any other educational institution** (ANY other Community College, training program, or four-year College or University) in the 2020-2021 academic year and have received a scholarship that can be used while enrolled at said institution and have submitted their proof of enrollment will receive their scholarship funds through their institution. The VC Foundation will send a check to said institution to be deposited into your account. Students will need to work with their transfer institution to coordinate how their funding is applied.