

**KEYS SCHOLARSHIPS, INC.**  
**Instructions and Guidelines for Scholarship Recipients**

Congratulations on being awarded a KEYS Scholarship!

In order to help facilitate the payout of your scholarship monies, the following guidelines have been established. Please read them thoroughly. Should you have any questions regarding any of the contents, please feel free to contact KEYS, Inc at [keys.scholarships@gmail.com](mailto:keys.scholarships@gmail.com)

1. Disbursements of the scholarship will be made **payable to you** at the conclusion of your first semester of college upon the KEYS organization receiving the following:
  1. **Student's grade report for that semester**-this does not need to be an official transcript but the document sent must include your name, college you are attending, and documentation of the number of credits completed with your GPA. Typically, this can be found on an "Unofficial Transcript" from your college/university.
  2. **Proof of full-time enrollment for the subsequent semester specifying credit load**
  3. **Student's current email**
  4. **Student's current phone number**
  5. **The mailing address for your check**
  6. **Student's year of high school graduation**
  7. **The name of the scholarship you were awarded**
  8. **For winners of the James and Ella Andre Memorial Scholarship, your documentation needs to include proof of continued enrollment in a nursing program.**

Information can be emailed to us at: [keys.scholarships@gmail.com](mailto:keys.scholarships@gmail.com) (preferred)  
Or sent to: KEYS, Inc, PO Box 124, Kewaskum, WI 53040

Scholarship monies on multiple-year scholarships are to be awarded in consecutive calendar years (not consecutive semesters) starting after the fall semester of the school year immediately following high school graduation. Submit your information in late December or early January when you have your first semester's grades.

2. Recipients must be in full-time status with a minimum of 12 credits for the semester completed and also be enrolled in at least 12 credits in the upcoming semester.
3. Recipient must be in good academic standing, specifically this means the student must maintain an accumulative and semester GPA of 2.0 or higher. **Please note that the recipients of the James and Ella Andre Memorial Scholarship must maintain a GPA of 2.5 on a 4.0 scale.**
4. Any requests for scholarship payouts that fall outside of the scheduled time frames listed above will need to be considered on a case by case basis by the KEYS Board of Directors. Please contact us directly at [keys.scholarships@gmail.com](mailto:keys.scholarships@gmail.com) with questions or for information on how to proceed.

Processing of scholarship checks will require 2-3 weeks, please submit information ASAP