

Association of Educational Office Employees (AEOE)

Supporting LAUSD office professionals since 1928

5710 East Beverly Boulevard
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www.aeoe-laUSD.org

May 3, 2018

HOW TO RECEIVE YOUR SCHOLARSHIP AWARD

CONGRATULATIONS! The Association of Educational Office Employees is honored that you are a recipient of our **College Scholarship Award**.

Your scholarship may be used for registration, tuition, books, computer, and fees only. Scholarship award checks will be available **after July 1, 2018**.

Here are the steps to receive your scholarship award:

- Register at a college of your choice
- Mail or fax the following documents to our office:
 - ✓ Proof of enrollment, with letter or receipt
 - ✓ Student ID number
 - ✓ Schedule of classes
 - ✓ Name, address and department of the college where the check will be mailed.

Once our office receives the above items, a check will be mailed to the college. You will receive a courtesy copy of that letter. Should you discontinue attendance or fail to claim expenses; funds need to be returned to our office prior to June 30, 2019.

We look forward to hearing of your educational accomplishments.

Sincerely,

Maria Sara Gonzalez

Maria Sara Gonzalez
Board President