



Hanford West High School Career Center

1150 W. Lacey Blvd. Hanford, CA 93230
(559) 583-5903 x 6027 FAX (559) 583-5964

Delbert Ray, Principal
Kenneth Gregory, Learning Director

Ruben Amavisca, Career Education Coordinator

Nichole Mendes, Assistant Principal
Angelo Macias, Learning Director

Dear Scholarship Winners,

Thank you for taking part in the Local Scholarship Program. My congratulations and best wishes go out to all of you as you enter college and your life away from Hanford West High School, and for some of you, life away from your parents.

Here are some things that you need to know as a scholarship recipient.

In order to claim your scholarship award, you must:

1. Be enrolled as a full time student (12 units or more) at a College or University.
2. Request a **College Enrollment Verification Letter** from your college/university admissions office once you have begun the fall semester. (For those scholarship administered by HUHS, you can send a copy of your class schedule showing: **The school name, YOUR name, and the number of units you are enrolled in**, to me here in the Career Center)
3. Fill out and turn in the "Payment Authorization form" aka: Request for Scholarship Funds sheet, to the HW Career Center with your Proof of enrollment. (You only need to turn this form in once.)
3. Submit the **College Enrollment Verification Letter** to either the HW Career Center or to the Organization awarding you the scholarship.

Submit these forms no later than April 1, of each year.

The address below is where you submit your forms for those scholarships administered by HJUHS.

Hanford West High School
Attention: Ruben A. Amavisca
Local Scholarship Program Coordinator
1150 West Lacey Blvd.
Hanford, CA 93230

For scholarship Donors that administer their own funds, you must submit this same information to them. I have attached a sheet or sheets with the name of the scholarship that you have received and the contact information for that scholarship. Please be sure to send a thank you card as soon as possible. This is a gesture that many people forget to do and it will show your gratitude for the efforts that these organization have put forth in order to award you a scholarship.

On the attached sheet(s) you will see one or more of the following messages and I have included this key to understand where to send Thank You cards and where to send your Proof of Enrollment. If the message under “Administered by” on the right-hand side states:

HJUHSD: You must send the Proof of enrollment to the Hanford West Career Center at the address listed above.

Send the Thank you card to the Person/Organization listed under the “Scholarship Name:” message on the attached notice. Your funds will be sent directly to the school and the Scholarship Office/Financial Aid will send you notification that they have received your money.

Organization: You must send the Proof of enrollment to the Organization listed on the left-hand side, just below the name of the scholarship.

Send the Thank you card to the Person/Organization listed on the left-hand side of the form. Your funds will be sent directly to the school and the Scholarship Office/Financial Aid will send you notification that they have received your money.

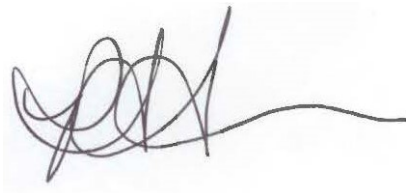
In a few cases, your funds will be sent directly to you, the student, in a check. You may have already received these funds, so if that is the case, just send a thank you card and you are done, unless otherwise instructed by the organization.

After Hanford West receives your College Enrolment Verification Letter, The Career Center will issue a “release funds” notification to the District office. The District office will then issue a check to the institute listed on the letter. Be sure to include the college name and address along with the verification (Proof of Enrollment) letter when you submit it to Hanford West.

If you make the decision to take a year leave from school in the fall/spring of 2021/22, please be sure to contact me here at the Career Center and also contact the organization that has awarded you your scholarship. Many times, the organization will allow you to “defer” your scholarship for one year. If they do not allow a deferment, then you will forfeit your scholarship and it will be awarded to the alternate listed in our records.

Again, good luck with all your efforts to further your education. If you need help or more information, please do not hesitate to contact me via e-mail, phone or via Facebook (Hanford West CareerCenter).

Sincerely,

A handwritten signature in dark ink, appearing to read 'Ruben A. Amavisca', with a long horizontal flourish extending to the right.

Ruben A. Amavisca
Scholarship Programs Coordinator