

**Dexter Community Schools
Internal Activity Accounts
Student Scholarship Information**

Some Internal Activity Account groups support student learning through scholarships for students to attend outside programs. Scholarships help fund college education, as well as attendance at summer camps, music camps, art academies, art studios, and private music lessons. This document is a guide to help you, the scholarship sponsor, communicate with scholarship recipients and understand the mechanics of disbursing the scholarships, if you choose to donate the funds to Dexter Community Schools in order for us to disburse to a college or program for a student. The Business Office coordinates the funds for all Internal Activity Accounts.

Intent to Offer Student Scholarship Form

It is important for the Business Office to understand your intent and with whom to communicate regarding your student scholarship. Please complete the Intent to Offer Student Scholarship Form and return it to the Internal Activity Accounts Coordinator at the Business Office. This form is available at <http://dexterschools.org/businessoffice/internal-accounts/>.

Scholarship Application Process

Dexter High School has a scholarship application process that provides a list of scholarships available to its DHS seniors, scholarship criteria, and an application. This list is maintained by the Dexter High School Guidance Office Secretary.

For scholarships other than for DHS seniors, please describe the application process you anticipate on the Intent to Offer Student Scholarship Form.

Scholarship Award Letter Template

The Business Office has drafted a Scholarship Award Letter template which you may edit and use to notify the student recipient. Please forward a copy of all your Scholarship Award Letters to the Business Office so that we know who has received scholarships and can match your letter to the student's request to receive the money. This letter is available at <http://dexterschools.org/businessoffice/internal-accounts/>.

Requesting the Scholarship Check

In order to provide proper accounting procedures for the student, the college or program, and Dexter Community Schools, scholarship checks are payable directly to the college or program and not to the student.

For college scholarship tuition, the student should submit a copy of his/her Scholarship Award Letter, a copy of the tuition bill or college admittance letter, and college student ID number to the Business Office. This will help the college financial aid office post the scholarship to the correct student account. The Business Office will submit a check directly to the college.

For camps and other programs, the student should submit a copy of his/her Scholarship Award Letter and a copy of the completed program application. The Business Office will submit a check directly to the program along with the application.

If the student has already paid the tuition or program cost, the check will be issued directly to the college or program that can then reimburse the student for any overpayment on account.

Please have the student forward documentation to:

Dexter Community Schools
Business Office
ATTN: Katie McClellan
2704 Baker Rd
Dexter, MI 48130
Email: mcclellank@dexterschools.org
Fax: (734) 424-4111

Questions about scholarship payments should be directed to Katie McClellan at (734) 424-4100, x1019.