



Scholarship Request Fax Transmittal Form

Directions/Process:

- Type or legibly print form and fill out completely
Please make certain that all supported documentation is included your fax packet
Be sure to receive a conformation sheet from your fax machine stating that your information was transmitted successfully
Your name should appear on each document submitted. On acceptance letters, class schedules, and transcripts, your name must be presented by the institution. Manually placing your name on these documents for identification purposes is not acceptable by Project GRAD Atlanta
You will receive a confirmation email or phone call within a week following receipt of your information was faxed. If you do not hear from a representative from the Project GRAD Atlanta Office regarding your submission status, please call Ms. Misty Wright, Scholar Support Administrative Specialist at 404-880-3500. Again, please make sure your contact information is legible
If you are a representative faxing information on behalf of a Brumley-GRAD Scholar, please place your individual or organizational fax cover sheet, housed with your contact information, as the last form in the document packet

To:

Misty Wright, Scholar Support Administrative Specialist
Project GRAD Atlanta
Phone: 404-880-3500
Fax: 404-523-9603
Email: gradatl@yahoo.com

From:

(Brumley-GRAD Scholar Information)

Name: _____

High School Graduation Year: _____

College/University: _____

Contact Phone Number: _____ Email Address: _____

Date Faxed: _____ Number of Pages Faxed (include cover page): _____

Information Faxed:

(Check all the apply)

___ Class Schedule ___ Transcript ___ Acceptance Letter / Proof of Registration

___ Acknowledgement of Receipt of Scholarship Policies Form ___ Brumley-GRAD Scholar Profile Form

Academic Term/Year: (e.g.: Fall Semester 2009; Winter Quarter 2011): _____ / _____

Comments:

Signing this form only acknowledges submission of the attached documentation and does not assume that all material is submitted for a scholarship disbursement. It is the responsibility of the Brumley-GRAD Scholar to ensure that the appropriate documents are presented prior to the designated scholarship information deadlines. Further, it is also the responsibility of the Brumley-GRAD Scholar to follow-up with a member of the Scholar Support Division to ensure that s/he has submitted all required materials. The Brumley-GRAD Scholar also understands that the aforementioned confirmation correspondence from a member of the Scholar Support Division does not excuse a Scholar from making certain all his or her material is received prior to or on the designated deadlines. Thus, it is the responsibility of the Brumley-GRAD Scholar to make sure all information is accurate and submitted in a timely manner.

Signature: _____