

## INGRAM-WHITE CASTLE TEAM MEMBER SCHOLARSHIP

### SCHOLARSHIP PAYMENT INFORMATION

Congratulations on your Ingram-White Castle Team Member Scholarship! Through these Scholarships, the Ingram family and White Castle System, Inc., are acting on their belief in the importance of learning and education. Below, you will find important information about your Scholarship and how you can request payment. Best wishes to you in your studies!

#### Information about your Scholarship:

- You may reapply for this Scholarship each year as long as you continue to meet the eligibility requirements detailed in the application.
- Your Scholarship can be used for full- or part-time studies related to progress toward a degree or certification at any nonprofit or for-profit college, university, or career, technical, or vocational education or training school in the United States. Funds may be used for any educational expenses, in compliance with standard policies and practices at your institution.
- Payment must be requested during the academic year after your Scholarship is awarded, and will be made directly to your educational institution.
- If Scholarship funds are not used in full by the end of the academic year due to extenuating circumstances, such as health or a family emergency, contact Robin Wolff at [iwcf@columbusfoundation.org](mailto:iwcf@columbusfoundation.org) or at 614/545-0855 to discuss your circumstances.

#### Request payment of your Scholarship:

- Return proof of enrollment form completed by your college or university registrar to the Ingram-White Castle Foundation by mail, fax, or email. You can download the form from [ingramwhitecastlefoundation.org](http://ingramwhitecastlefoundation.org).
- If your college or university does not complete proof of enrollment forms:
  - Send the Foundation a copy of your bill or schedule, which must include your name, student ID, and the institution's name and address. A screenshot of your bill or a link to a website is not acceptable, as these often lack some of this information.

*OR*

- Send the Foundation confirmation of your enrollment from National Student Clearinghouse ([studentclearinghouse.org](http://studentclearinghouse.org)).
- Email, fax, or mail your bill/schedule *OR* your confirmation to the Foundation:

Email: [iwcf@columbusfoundation.org](mailto:iwcf@columbusfoundation.org)

Fax: 614/252-7261

Robin Wolff

Ingram-White Castle Foundation  
1234 East Broad Street  
Columbus, OH 43205

#### Additional questions:

Contact Robin Wolff at [iwcf@columbusfoundation.org](mailto:iwcf@columbusfoundation.org) or at 614/545-0855.

**Congratulations from the Ingram-White Castle Foundation!**

## PROOF OF ENROLLMENT FORM

### Step 1: Complete the Required Student Information (completed by the student)

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Full Name of College/University/Institution

20\_\_ - 20\_\_  
Academic Year

\_\_\_\_\_  
Academic Term  
(fall, winter, spring, summer)

### Step 2: Provide Proof of Enrollment (select Option 1 or Option 2)

Option 1: Registrar Completes, Signs, and Stamps this Section

I hereby testify that the above student is registered as a:

\_\_\_\_\_ student, during the 20\_\_ - 20\_\_ academic year for the \_\_\_\_\_ academic term.  
(full-time or part-time) (fall, winter, spring, summer)

\_\_\_\_\_  
Registrar's Signature

\_\_\_\_\_  
EIN Taxpayer ID for Institution  
(XX-XXXXXXX) Required to Pay

Institution's office and address where scholarship payment should be sent:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*COLLEGE OR UNIVERSITY SEAL*

Option 2: For use if your institution does not complete this form.  
Provide ONE of the following:

- Copy of Bill OR Academic Schedule  
Must include: Student Name, Student ID, and  
Billing/School Address
- Confirmation of Enrollment from National  
Student Clearinghouse

### Step 3: Return Proof of Enrollment to the Ingram-White Castle Foundation

**Email:**  
[iwcf@columbusfoundation.org](mailto:iwcf@columbusfoundation.org)

**Fax:**  
614/252-7261

**Address:**  
Robin Wolff  
Ingram-White Castle Foundation  
1234 East Broad Street  
Columbus, OH 43205