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 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.
- 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).
  - OR Email, fax, or mail your bill/schedule OR your confirmation to the Foundation:
    - Email: iwcf@columbusfoundation.org
    - Robin Wolff
    - Ingram-White Castle Foundation
    - 1234 East Broad Street
    - Columbus, OH 43205

**Additional questions:**

Contact Robin Wolff at 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

________________________________________  20__ - 20__ ___
Full Name of College/University/Institution 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:

________________________________________ ________________________________________
Registrar’s Signature EIN Taxpayer ID for Institution
(XX-XXXXXXXX) Required to Pay

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

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

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

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

Fax: 614/252-7261