

KIEL HIGH SCHOOL

SCHOLARSHIP APPLICATION INSTRUCTIONS

Please review the scholarship process below as this information will be periodically updated.

IMPORTANT!!

- Dates and instructions should be CAREFULLY reviewed on the scholarship application:
 - Scholarships may be direct applications and may require submission via USPS mail.
 - The Kiel High School Scholarship List available in Xello is a guideline.
 - Deadlines are established by scholarship committees and could be subject to change, without notice to Kiel High School. Submitting applications before the deadline is highly encouraged.
- Resources are available online beyond the KHS Scholarship List:
 - College/Technical College specific scholarships
 - Company/Employee scholarships
 - Various scholarships not tracked through KHS
- Keep a record of all scholarships you have applied for.

IF YOU ARE SUBMITTING AN APPLICATION TO KHS STUDENT SERVICES, PLEASE READ THE IMPORTANT INFORMATION BELOW:

1. Dates must be reviewed on scholarship applications.
 - a. Applications submitted after the deadline cannot be accepted.
 - b. Check scholarship deadlines regularly, ensure the scholarship application is submitted prior to the deadline date if school is not in session (i.e., Winter/Spring Recess, School Closure).
2. **Student is responsible for printing the application (one-sided and no staples). Applications with multiple pages must be paper clipped together.**
 - a. Emailed applications will not be accepted.**
 - b. Please print one sided.**
3. If an application requires a transcript:
 - a. Email Ms. Zorn (bzorn@kiel.k12.wi.us) to request a PDF copy of your transcript.
 - i. Print the transcript on your own and attach it to the application
 - ii. Transcript attached to the application needs to be printed one-sided
 - b. Applications should be handed directly to Ms. Zorn. Please DO NOT leave applications on her desk.
 - i. You are responsible for following instructions, lost applications cannot be processed.