



THE LIAMUIGA EDUCATION FOUNDATION
c/o Caribbean Governance Consultants, inc.
P.O. Box 1913
Basseterre, St. Kitts, West Indies
869-465-0050

[Date]

Re: Request for additional information

Dear [name]:

Thank you for your interest in The Liamuiga Education Foundation. Your scholarship application has been received.

_____ Your application is complete and will be presented at our next board meeting.

_____ Your application is incomplete and the foundation requests the following:

_____ Cover letter introducing yourself to the Foundation, including a statement stating why you have selected the particular educational institution and listing proposed major, educational goals, and career aspirations.

_____ A copy of high school transcripts or report card.

_____ Proof of funds requested.

_____ A letter of acceptance from the educational institution that you plan to attend and a class schedule, if available.

_____ List of extracurricular activities.

_____ List of awards and honors received.

_____ Resume of work experience.

_____ Two completed essay questions.

_____ Demonstration that you would otherwise find it difficult to pursue full-time on campus study because of financial or other constraints or hardship or that you come from a disadvantaged background.

_____ Other: _____



The Board of Directors will issue a letter either granting or denying your application within 30-45 days after completion of your application.

Thank you for your cooperation and effort in this matter. Please feel free to contact us if you have any questions about completing this information.

Sincerely,

Natalie John
Secretary