



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

[DATE]

Dear [Recipient]:

It is with pleasure that I inform you that The Liamuiga Education Foundation is pleased to approve your application and offer you a scholarship of [amount]. This amount will be divided into [number] equal payments of [amount] payable at the beginning and mid-year of the next [number of years] school years commencing with the 2013-2014 school year.

With acceptance of this scholarship, you will be required to comply with the following:

1. Take the number of credits that designates full-time student status as outlined by your educational institution.
2. Maintain a minimum of a 3.0 GPA ("B" average).
3. Be an asset to your school and community by way of positive personal involvement and support.
4. Maintain part-time or full-time employment for the duration of the scholarship period.

No later than January 15 and July 15 of each year while you are receiving a scholarship, you must submit a typed update letter to the Foundation. As part of the letter, please verify items one through four above and explain your experience and progress in school. You need to include a copy of your most recent grades and a paystub from your employer. Also, we are interested in hearing about any community service or extracurricular activities you may be involved in. Please notify us of any changes in your financial situation, including disclosure of all new scholarships, grants, and other financial support. Upon completion of your degree/program, please provide us with a copy of your diploma and a final report and transcript.

Please advise the Foundation in writing of any changes to your degree status, educational goals, expected graduation date or school attendance. Any of these changes or lack of compliance with the aforementioned expectations may cause your scholarship to be terminated. If one or more courses are dropped before or during the school year, any funds that are refunded by the educational institution that originally came from the Foundation must be returned to the Foundation. If dropping one or more courses causes you to lose your full-time status or to leave the educational institution, your scholarship may be terminated and you will forfeit all outstanding and future payments.

Tuition payments can only be made to the educational institution that is approved in your application. Payment reminders/requests and pertinent information (including address and student ID information) should be supplied to the Foundation in writing a minimum of 30 days in advance of the payment due date. It is your responsibility to request payment in writing (an email will be sufficient).

Please keep this letter for your records and sign the attached copy of this letter to signify your acceptance of these conditions. Please mail the signed copy to us within the next week; it should be received by our office no later than [date].

Any violation of this agreement during the scholarship award period may cause this scholarship to be terminated with all outstanding and future payments canceled. It is our desire to see you succeed, and I invite you to communicate any question or seek advice freely of any of our board members throughout the duration of this scholarship. We are proud to have a role in your education.

Sincerely,

Natalie John  
Secretary  
The Liamuiga Education Foundation

Agreed and accepted as of the date set forth below:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name of Applicant

\_\_\_\_\_  
Date