

**2009
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**Southwest Association of Student Assistance Programs
Arkansas * Louisiana * New Mexico * Oklahoma * Texas**

April 22, 2009

Dear TRIO Directors:

In order to streamline the application process and increase efficiency in awarding scholarships, we are excited to announce that our 2009 scholarship application will be submitted electronically! Please take the time to review application guidelines.

The application consists of three components:

1. Application form
2. Letters of Recommendation (2)
3. Verification form.

- Applications will not be considered complete until all three components have been emailed to the Scholarship Chair, Brina Ford at bford@se.edu by **June 1, 2009**.
- Please note that each letter of recommendation must be emailed under separate cover by the person who is submitting the letter by **June 1, 2009**. The applicant's name should be included in the subject line of the email.
- Verification form must be faxed by Directors no later than **June 1, 2009**. Encourage your students to submit a copy of their application to you for review.
- Confirmation of application submission will be sent out within 1 week of receipt. If you do not receive an email please contact Brina Ford at bford@se.edu.
- Recommendations of scholarship recipients will be submitted to the SWASAP Board at the August (2009) Board Meeting. After board approval Directors and applicants will be notified of the results. Directors of the scholarship recipients will be asked to provide enrollment verification before the dispersal of awards.

If you have any questions please contact Brina Ford at bford@se.edu or 580.745.2883. We look forward to receiving applications from your students.

Sincerely,

Brina Ford