



# The Valentine Braun Irrevocable Education Trust

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## APPLICATION AND/OR SCHOLARSHIP AWARD MODIFICATION REQUEST INSTRUCTIONS ATTACHMENT 1

**The applicant retains these Instructions.**

Please type or print clearly the requested information on the modification form.

**Only fill out the form(s) applicable to your circumstances.**

1. This modification form is required when a material change has subsequently occurred in the information or documents submitted with the applicant's application and/or enclosures.
2. This modification form is required in all situations in which the applicant requests application of scholarship funds in a manner inconsistent with his/her scholarship award.
3. The Valentine Braun Scholarship may require written confirmation from the applicant's academic institution(s) before approval of his/her request. The Valentine Braun Scholarship is not responsible for the timeliness of the response or nonresponse from the applicant's academic institution. A delay in providing this confirmation may postpone disbursement of the applicant's scholarship award.
4. Failure to submit this modification form, when applicable, may result in undesired allocations, a delay in the disbursement of the applicant's scholarship award, result in legal action for recovery of any unpaid reimbursement due from the applicant and/or disqualification from present or future scholarship awards.
5. Situations requiring submission of this modification form include, but are not limited to, the following examples:
  - a. The applicant's academic credit hours have decreased since his/her application for the Fall and/or Spring Semesters was submitted.
  - b. The applicant wishes to reallocate funds between his/her Fall and Spring Semesters scholarship award due to a reallocation of academic credit hours from one semester to another.
  - c. The applicant desires to drop classes, transfer, withdraw or becomes disqualified or academically ineligible after commencement of the Fall and/or Spring Semesters but while full or partial tuition refunds are available.
  - d. The applicant changes from the qualifying academic institution per his/her application to a different qualifying academic institution. The applicant must enclose written documentation for his/her tuition at the new academic institution. Acceptable examples include a clearly identifiable print out from the applicant's

academic institution's website or a clearly identifiable photocopy of the tuition page from the applicant's academic institution's catalog or handbook.

- e. The applicant changes from the qualifying academic institution per his/her application to an academic institution that no longer meets the scholarship criteria.
  - f. After submitting his/her application, the applicant accepts a tuition only scholarship from other source(s).
  - g. The applicant changes his/her mailing address.
  - h. The applicant's response to a request for information.
  - i. Any other circumstance that would require modification of the applicant's scholarship award.
6. If any circumstances requiring the modification of an application or scholarship award apply, then the applicant is required to complete, sign and mail via the United States Postal Service postage prepaid or a courier service that provides tracking including but not limited to Federal Express, United Parcel Service, etc., this modification form within 10 calendar days of his/her determination to the following address:

The Valentine Braun Scholarship  
Attention: Scholarship Committee  
5623D 22<sup>nd</sup> Park  
Topeka, Kansas 66614

The Scholarship Committee is not responsible for any misplaced, stolen, lost, destroyed, misdirected, postage due, delayed or damaged mail, certified mail notices that are refused or not picked up or lost or misdirected communication of any kind, incomplete modification forms or enclosures, or any information provided by the applicant, the applicant's academic institution(s) or any third party submission on behalf of the applicant.

**Do not provide personal identifiable information electronically.**

For more information go to [www.TVBIET.org](http://www.TVBIET.org)