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P.O. Box 327 • Southfield, Michigan 48037 (313)875-9980 [www.smofi.org](http://www.smofi.org)

**Southeast Michigan Omega Foundation, Inc. (SMOFI)**  
Scholarship Disbursement Instructions **SAVE THIS**  
**INFORMATION** – you need it for each renewal

SMOFI scholarship awards are based on academic achievement, financial need and other relevant factors. Each scholarship award is \$1,500. All awards are for one year and may be renewed for up to three consecutive additional years—for a total award of four (4) years.

**PLEASE NOTE**

As a SMOFI Scholar it is **your responsibility** to contact us, meet time schedules and fulfill the academic expectations you agreed to-in your scholarship application. You must annually provide SMOFI with your current mailing address and contact information. **If you miss the deadline, you will not receive an award for that year—no excuses and no exceptions.** If you fail to meet academic expectations your award **will** be **terminated**.

**First-Time Scholars**

Upon notification of your award, please provide **proof of enrollment** from your College/University—this must be received (not post-marked) no later than **August 1**. Proof of enrollment is different than an acceptance letter and may include:

- 1). A copy of your class schedule, **or**
- 2). A receipt of payment for the 1st semester, **or**
- 3). Other appropriate evidence of enrollment, from the college/university.

You must enroll in a 4-year degree program at an accredited college or university. **Your payment will be mailed within seven (7) business days of receipt of satisfactory enrollment verification** (during the period August 1 - August 15).

**Renewing Scholars**

Provide your **official college/university transcript**, including grades through the last completed semester—this must be received (not post-marked) no later than **August 1**. You must annually maintain full-time enrollment status and good academic standing. **Your payment will be mailed within seven (7) business days of receipt of satisfactory official transcript** (during the period August 1 - August 15).

Contact Information

Address

Southeast Michigan Omega  
Foundation, Inc. Scholarship  
Committee  
PO Box 327 Southfield, MI  
48037  
(313) 875-9980 Office

Chairman

**Mr. Benjamin Bohannon**  
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