



May 18, 2022

Dear Applicant:

As a candidate for a **Structure Tone Memorial Scholarship**, it is necessary that you provide the following information for the Scholarship Review Committee no later than **July 15, 2022**.

1. A **Scholarship Application Form** (signed)
2. A **Scholarship Questionnaire Form**
3. An **Official Transcript** of your grades
4. A **High School Profile** (for high school seniors and freshmen - if available)

Please read the instructions below:

- The **SCHOLARSHIP QUESTIONNAIRE** is designed for you to report information about your academic and personal background, leadership and extra curricular activities, your community service, and your plans for the future.
- **OFFICIAL TRANSCRIPT(S):**
 1. If you are a senior in high school please ask your Guidance Counselor to mail a copy of your full transcript to my attention **no later than July 15, 2022**.
 2. If you are a **Freshman** in college, please ask your high school counselor to mail me a copy of your high school transcript. Also, contact the Registrar at your university/college and request that a copy of your college transcript through the **Fall 2021 semester** be sent to me. Please request that both transcripts be sent to my attention **no later than July 15, 2022**.
 3. If you are a **Sophomore or Junior**, please ask the Registrar to mail me a copy of your grades through the **Fall 2021 semester no later than July 15, 2022**.

Transcripts should be mailed to: cassia.jamison@stobuildinggroup.com

If your guidance counselor or registrar would prefer to mail the documents, they can be sent to me at:
Structure Tone LLC
Attn: Cassia Jamison
330 West 34th Street, Floor 12
New York, NY, 10001

***NOTE:** It is your responsibility to ensure that I receive the required materials no later than July 15, 2022. Materials not received by this date may disqualify you. The only exception to this requirement would be if you encounter unforeseen circumstances that prevent you from complying with these instructions. In such a case please contact me at 646-612-0926 or via email cassia.jamison@stobuildinggroup.com to discuss the situation and see if a resolution is possible.*

We look forward to your participation in this program and I wish you success in the competition.

Thank you,

Cassia Jamison
Human Resources
STO Building Group