



February 20, 2017

Har-Ber High School  
Counseling Center  
300 Jones Road  
Springdale, AR 72762

Attention: High School Counselor

Gates Corporation may have scholarship funds available for your school. Listed below are the application guidelines for these funds:

1. The recipient must have applied for scholarship funds.
2. The student must be applying for aid to an accredited 4-year university, community college or technical institution. (Other educational institutions may be reviewed upon request.)
3. Funds will be paid directly to the college or university upon confirmation of enrollment.
- \* 4. Preference will be given to the child of a Gates employee.

If you have a student meeting the above requirements, please have them complete the bottom portion of this letter. The student may either return this letter to your office for mailing back to Gates or the parent employed by Gates Corporation can return this request to the Human Resources Department.

Please inform us of the date, time and place of your scholarship awards program.

Sincerely,

Mary Ann Owens, PHR, SHRM-CP  
Human Resources Specialist

Student's Name: \_\_\_\_\_  
 Parents' Names: \_\_\_\_\_  
 Date / Time / Place of Scholarship Awards Program: \_\_\_\_\_  
 College student plans to attend: \_\_\_\_\_  
 Date Applied: \_\_\_\_\_ Major: \_\_\_\_\_  
 Occupational Goal: \_\_\_\_\_

\_\_\_\_\_  
Counselor's Signature

\_\_\_\_\_  
(Counselor's Printed Name)