

Scholarship **Renewal** Instructions

2018-2019





Before you begin!

Your scholarship renewal application must be completed in one sitting, as the form will not save unless you have completed the entire form. Before you start the application, please have the following prepared:

- Your current college transcript
- Your course schedule for the upcoming term
- The address of your financial aid office



Scholarship Application Instructions



[New and Open Applications](#) ▶

[Submitted Applications](#) ▶

Scholarship Application Portal

Sleek, intuitive, and powerful web-based Portal for faster and easier request submission. Makes it easy to find the best and highest impact programs and be more efficient in the process.

[Sign Up today](#)

Already have a Login? [Sign In](#)



Start Here

Apply Online

This online request is easy and intuitive for first-time applicants. Forms are streamlined and simple to use, ensuring that the application is complete and accurate.

Track Progress

You don't have to finish your request in a single session. Take your time, gather your information, think about your responses. You can always come back to it before final submission.

Stay Informed

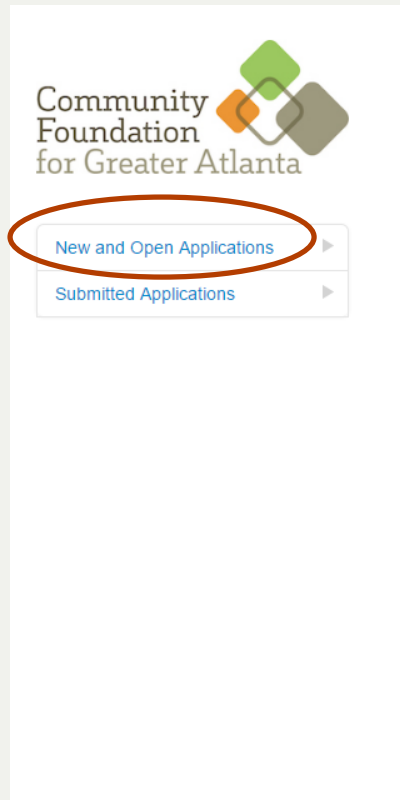
You will always know the status of your request, and any additional information required of you by the grant-maker. All alerts, to-do's or notifications are on your Dashboard.

Since you are renewing your scholarship, you probably already have an account in our scholarships portal and can click "Sign In."

If you do not have an existing account, you can create one by selecting "Sign Up Today." If you originally applied for a scholarship on a paper application or through another online system, you will need to sign up and create an account.



Start an application



Scholarship Application Portal

In order to submit a scholarship application you must have the following items readily available:

- Copy of the FAFSA SAR Report
- Current Official Transcript of Grades
- Name and Email Address of at least two recommenders

Scholarship Deadline: February 15, 2017@5:00 pm Eastern Standard Time (EST). All recommendations must be received by February 22, 2017. For Instructions on how to apply please click the "Instructions" above.

For questions about eligibility or troubleshooting the online application, contact one of the following staff members at 404-688-5525 or scholarships@cfgreateratlanta.org:

Lauren Jeong, Program Associate

Jami Edwards, Scholarship Administrator

Natacha Battle-Edwards, Grants Manager

Continue

Start an application by clicking "Continue" or "New and Open Applications"



Start an application



Your Applications

Ready to begin?

You currently do not have any applications. Please click the button to begin a new application.

[New Application](#)

[New and Open Applications](#) ▶

[Submitted Applications](#) ▶

Applications

Click "New Application"



Start an scholarship renewal application

The scholarships listed below are now accepting applications through the online portal. Please select the scholarship you are eligible for and apply. To learn more about each scholarship program, please click here [Scholarship Snapshot](#).

Note for Brightstar Education Foundation Nursing Scholarship Fund: Preferences: Potential preference for applicants who are from the areas the 7 students were from, specifically: Savannah (Chatham County), Powder Springs (Cobb County), Millen (Jenkins County), Leesburg (Lee), Alpharetta (Fulton), Reidsville (Tattall), or Loganville (Walton).


- Boys High School Scholarship
- James Cox Medical Scholarship
- Brightstar Education Foundation Nursing Scholarship
- 2017-Fall General Renewal Form

Select **General Renewal Form** to renew your scholarship, then scroll down to the bottom of the page and click "Save & Continue".

This form should only be used for renewable scholarships you have already been awarded through the Community Foundation.



Updating your profile

 Please update your name and/or contact information on **your profile**. All communication from the Community Foundation for Greater Atlanta regarding your application and scholarship award will be sent to the primary email address on file.

Has your contact information changed since the last time you logged into the Scholarship Portal? If so, you will need to update your contact information in the profile section before completing the rest of the application. Simply click on the “your profile” link to update your profile. Please note that your profile contains your email address. If the email address listed your profile is incorrect or out of date, you will not receive updates about your scholarship.

Note: If you created a scholarship login for the first time before starting this application, you do not need to update your profile.



Completing the application: Financial Aid Office

Financial Aid Office

Please provide your current financial aid office's contact information:

College/University Name

i Please provide your school's full name. Abbreviations will not be accepted.

Financial Aids Office Name

i (if applicable)

Office Street Address

Office Address #2

Office City

Office State

Office Zipcode

College/University Name: Please provide your school's full name. Abbreviations will not be accepted.

Office Address: Please provide the mailing address of your institution's financial aid office.



Completing the application: Financial Aid Office

College Student ID #

Have you transferred colleges since the last time you requested funds from your scholarship award?

If "Yes" provide a reason for transferring:

Words remaining: 100

College Student ID #: Please provide your student ID # to ensure your institution places the funds on the appropriate student account.

Have you transferred colleges since the last time you requested funds from your scholarship award: Please let us know if you transferred to a new institution.



Completing the application: Scholarship Information

Select the Scholarship(s) that you were awarded, indicate the total award amount and the month and year you were awarded the scholarship.

i Please only select the scholarship(s) that you were awarded as this information will be verified and any incorrect or misrepresented information may delay the issuing of your award payment. You may refer to your original award notice for these details.

<u>Scholarship</u>	<u>Amount</u>	<u>Month and Year awarded</u>
<input type="text" value="-- Please select --"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="-- Please select --"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="-- Please select --"/>	<input type="text"/>	<input type="text"/>

Select the name of the Community Foundation scholarship you received, the amount you were awarded per year, and the month and year you were initially awarded the scholarships.

If you were awarded multiple renewable scholarships through the Community Foundation, you can use this one form to renew up to the three scholarships.



Completing the application: GPA

What is your cumulative GPA?

i *"Cumulative GPA" represents an **average** of all final **grades** individual students earned from the time they first enrolled in a school up through the most completed semester/quarter*

What is your GPA for the previous/current semester completed?

i *For example if you are requesting scholarship funds for the upcoming Spring semester what is your GPA for the current Fall semester.*

Cumulative GPA: You will need to provide your **current cumulative GPA**. Your cumulative GPA is the average all of you final grades over the course of your degree. Your cumulative GPA can most likely be found at the top of your transcript.

Current GPA: You will also need to provide your current GPA, as in your GPA from the semester you most recently completed.



Completing the application: area of study & credit hours

What is your classification?	<input type="text" value="Sophomore"/>
What is your major?	<input type="text"/>
How many TOTAL credit hours have you completed towards your degree?	<input type="text"/>
How many credit hours did you complete in the previous/current semester?	<input type="text"/>
How many credit hours do you plan to take for the upcoming semester?	<input type="text"/>

Classification: Does your school consider you a Freshmen, Sophomore, Junior or Senior?

Major: What are you studying? If you have not decided on a major, you may put "undecided".

TOTAL credit completed: How many credit hours have you completed over the course of your degree?

Credit hours completed in previous semester: How many credit hours of classes did you pass with a D or higher during your last completed semester?

Credit hours for upcoming term: How many credit hours of classes are you registered or do you plan to take for the upcoming semester?



Completing the application: Graduation

When do you expect to graduate?

i *Month and year you expect to graduate*

What type of degree will you attain upon graduating?

i *If "Other" please specify in space provided.*

If "Other", please specify:

When do you plan to graduate: Please enter the month and year you plan to graduate. If you do not know when you will graduate, please provide your best estimate.

Degree: What type of degree are you seeking? If none of the options match the degree you are pursuing, please select "other."



Uploading Documentation

Attachments

i *Please do not send copied and pasted documents. We will not accept documents via mail, email, or fax, so you must upload the requested documents on this online platform. All documents must be legible and clearly state the student's name and school name. Official transcripts are preferred. Documents must be submitted as jpeg, png, or pdf files. Records that are electronically copied and pasted into a word doc will not be accepted – please make a copy of the original physical document or provide a screenshot. If the scholarships team cannot read the documents provided, your scholarship check may be significantly delayed, so please make sure your documents are legible before uploading them to the platform.*

Transcript

i *Un-official transcripts are accepted*

CFGA_logo2015_RGB.png
(5120 KB max)

Upcoming semester schedule

CFGA_logo2015_solo.jpg
(5120 KB max)

Attach your transcript and class schedule to the application by selecting "Add Documentation," then clicking "Choose File."

You should upload your most recent college transcript. Unofficial transcripts are now accepted as long as they are legible and contain the student's full name and school name.



Requesting an appeal

Request an Appeal

[Click here to review the renewal criteria for your scholarship award.](#)

Do you meet all of the renewal eligibility criteria for your scholarship award?

-- Please select --

If you selected "NO" in the previous question please provide a brief description for the ineligibility. Also explain how the situation will be remedied and/or your plans for getting back on track.

Words remaining: 250

As a scholarship recipient, you are expected to meet certain criteria to renew your scholarship. If you do not meet the scholarship renewal criteria for your scholarship, you will need to select "no" on the question that asks if you meet the eligibility criteria and then explain in the essay box why you do not currently meet the criteria.



Review Page

Community Foundation for Greater Atlanta Renewal Application

When you are ready to submit your application, click here:

[Submit Application](#)

[Renewal Questions](#)

[Review and Submit](#)

[Edit](#)

After you hit “save” on the renewal form page, you will be taken to a review page where you review your answers and ensure that all application questions are correct.

If you are satisfied with all of your answers, click “Submit Application”



Final Application Submission

Electronic Signature

- The information provided in my application is, to the best of my knowledge, complete and accurate. I understand that false statements on this application will disqualify me from receiving the scholarship.
- I give permission for any college, school, or individual to release to The Community Foundation for Greater Atlanta, Inc. any information necessary to process or maintain my scholarship.
- I understand that it is my responsibility to ensure that all required documents are attached to the application form and are postmarked by 5pm on February 15. I understand that late and incomplete applications will be disqualified.

I confirm that everything included in this grant application is true and accurate to the best of my ability.

Digital Signature * ...

When you are ready to submit, check the box and hit the "Submit" button.

Ready to Submit * ...

Submit

To officially submit your final application, you will need to provide your digital signature, select "ready to submit" and then hit "Submit."



Frequently Asked Questions

Will you accept a mailed copy of my transcript?

Transcripts must be submitted through the scholarship portal. Paper documents will not be accepted under any circumstance.



Contact

Have additional questions? Email us!
scholarships@cfgreateratlanta.org