

# Scholarship **Renewal** Instructions

## **Fall 2018**





# Before you begin!

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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

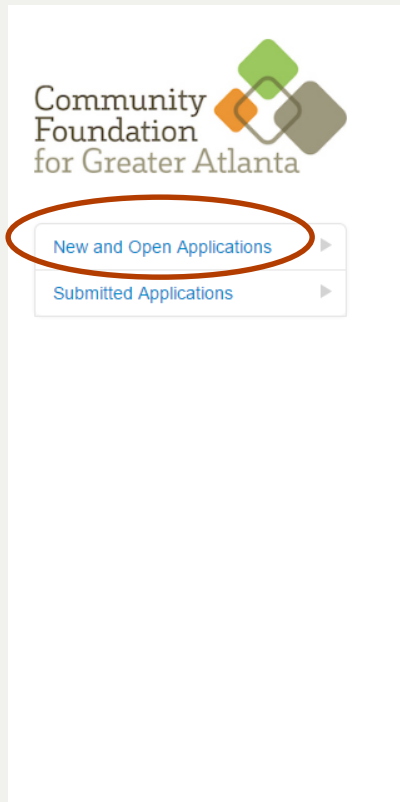
You will always know the status of your request, and any additional information required of you by the grant-maker. All alerts, to-do's or notifications are on your Dashboard.

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](mailto: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 a scholarship you are eligible for and apply. To learn more about each scholarship program, please click here: [Scholarship Snapshot](#).


2018-Fall General Renewal Form

Select "2018-Fall 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: Scholarship Information

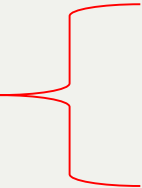
Select the Scholarship(s) that you were awarded, indicate the total award amount and the month and year you were awarded the scholarship.

**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.

Scholarship

Amount

Month and Year awarded



-- Please select --		
-- Please select --		
-- Please select --		



Enrollment Plans

-- Please select --
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Select the name of the Community Foundation scholarship(s) you are seeking to renew, the amount you were awarded per year, and the month and year you were initially awarded the scholarship(s).





# 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.

*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"/>

**Enrollment Plans**



**Returning:** Student who is returning to the same institution that they received their last scholarship award.

**Transferring:** Student who is enrolling in a different institution of that which they received their last scholarship award.

**Taking Time Off:** Student who will not be enrolling in the upcoming semester(s).



# 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 your 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

 No file chosen  
(5120 KB max)

### Upcoming semester schedule

 No file chosen  
(5120 KB max)

### Complete FAFSA - Student Aid Report (SAR)

**i** Only Required for Eva Davis and Ann & Thomas Cousin Scholarship

 No file chosen  
(80 MB max)

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

Eva Davis & Thomas Cousin applicants only are required to submit a copy of your 2018-19 Student Aid Report

*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.*



# Do Not Meet Eligibility

## Exceptions (for students who do not meet eligibility)

[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 upload a letter that describes reason(s) for not meeting eligibility. Also explain how the situation will be remedied and/or your plans for getting back on track.

Browse...

(5120 KB max)

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.



# 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 #

If "Transferring" provide a reason:

Save

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

**Transfer Students:** Please provide a brief explanation as to why you decided to enroll in a new institution.





# Narrative Questions

## Narrative Questions

What significance does this Scholarship play in your life?

Describe this year's greatest accomplishment related to your studies.

**What significance does this scholarship play in your life?** Explain how the scholarship you receive impacts your educational pursuits. **This question is required.**

**Describe this year's greatest accomplishment.** Did you join a new organization? Did you receive high scores on a test? Did you have a special presentation for class? Did you win an award? **This question is required.**



# Narrative Questions

**Describe a significant challenge you faced this year and how you addressed it.**

**What are your plans for the summer?**

**Describe a challenge you faced this year.** Did you pass a hard test? Did you have any obstacles that prevented you from devoting your full attention to your educational studies? **This question is required.**

**What are your summer plans?** Use the dropbox to best describe your plans for summer 2018.



# Narrative Questions

Are you graduating this academic year? If Yes answer the following questions:

Yes  No

What degree will you obtain?

How long did it take for you to obtain your degree?

What field are you planning to enter?

What is your graduation date?

Please tell us your plans after graduation.

**All of the following questions are required:**

**Are you graduating this academic year?** Are you graduating in May 2019 or Summer 2019?

**What degree will you obtain?** Bachelor's, Associate's, or Certificate

**How long did it take you to obtain your degree?** From the date the you first enrolled in classes, how long did it take to complete your degree?

**What field are you planning to enter?** Education? Healthcare? Finance?

**Please tell us your plans after graduation?** Graduate school? Fellowship? Internship? Job?



# Narrative Questions

**May we contact you in the future?**

Yes  No

**If yes please provide an active email address other than your school email.**

We are honored to be a part of your journey through college completion!  
We would love to keep in touch post-graduation.



# Review Page

## Community Foundation for Greater Atlanta Renewal Application

When you are ready to submit your application, click here: [Submit Application](#)

[Renewal Questions](#)

[Narrative](#)

[Review and Submit](#)

### Jami Edwards

[Edit](#)

#### Demographic Information

Birthdate	01/01/1900
Gender	Female
How would you describe yourself?	Black or African-American
Hispanic, Latino, or Spanish origin?	No

Demographic Information section is required to submit application.

*This information is collected for statistical purposes only; decisions and awards are made on an objective and nondiscriminatory basis.*



# Review Page

## Community Foundation for Greater Atlanta Renewal Application

When you are ready to submit your application, click here: [Submit Application](#)

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[Narrative](#)

[Review and Submit](#)

### Jami Edwards

[Edit](#)

#### Demographic Information

Birthdate	01/01/1900
Gender	Female
How would you describe yourself?	Black or African-American
Hispanic, Latino, or Spanish origin?	No

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

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## **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.

## **Transcripts must include the following:**

- Name or student ID
- Institution's name
- Grades and credit hours (including Spring 2018 final grades)

## **Fall 2018 course schedule must include the following:**

- Name or student ID
- Institution's name (URL are acceptable)
- Credit hours





# Contact

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Have additional questions? Email us!  
[scholarships@cfgreateratlanta.org](mailto:scholarships@cfgreateratlanta.org)