2019-20 New and Renewal Scholarship Applications' Frequently Asked Questions

Community Foundation staff understand applicants may have questions as they begin the application process. We ask all applicants to carefully read this document before beginning an application or reaching out to staff who are working to efficiently process student applications. Frequently asked questions and answers are provided below for the following categories:

- **2019-20 Key Dates and Application Status Updates**
- **Eligibility and Who Should Apply**
- **How to Apply and Use Our Online Application System**
- **Application Documents**
- **Scholarship Payment Information**
- **Renewable Scholarships and Updating Your Contact Information**
- **Still Have Questions?**

2019-20 KEY DATES AND APPLICATION STATUS UPDATES

What is the status of my application?
Foundation staff aim to provide continuous updates throughout the scholarship process to applicants. Below is a table showing key dates for applicants. Applicants may log into the online scholarship application portal at any time to verify the status of their application. Foundation staff will send students a formal email indicating application status no later than June 30, 2019. Please wait to reach out with questions on the status of your submitted application until after June 30, 2019.

KEY DATES	
Scholarships Application Deadline	Please see the eligibility requirements for key information about each scholarship, including submission deadlines. Most applications are due by **February 15, 2019 at 5pm** ET. *No exceptions for late applications can be made.*
Applicants Notified of Award or Declination	June 30, 2019

Can I get an extension if I need one?
The Community Foundation <u>cannot</u> provide an extension to any students for any reason. Applications submitted after the deadline will not be reviewed.

Can I apply for more than one scholarship?
Yes! Please apply to as many scholarships as you are eligible for. Learn more about each scholarship and their eligibility criteria.

When will I find out if I received a scholarship?
Final status notifications will be sent out via email no later than June 30, 2019. Due to the high volume of applications received and each scholarship's unique committee review process, not all students are notified of their award status on the same date. If you applied for multiple scholarships, you may receive notifications about the status of each scholarship several days or even weeks apart. Additionally, applicants of a scholarship may receive award or declination notifications at different times. Please wait to reach out with questions on the status of your application until after June 30, 2019.

ELIGIBILITY AND WHO SHOULD APPLY

How can I determine which scholarships I am eligible to apply to?
Each scholarship fund has specific eligibility criteria that were defined by the donor when the fund was established. Some scholarships are geared towards supporting students from a specific town or place while others aim to support students with exceptional academic merits. Please check our website for the specific eligibility requirements for each scholarship in the Scholarship Opportunities and Eligibility section of the page.

Can staff tell me which scholarships I am eligible for?
No. The best way to determine if you meet the criteria for any of the Community Foundation's scholarships is to thoroughly read the eligibility requirements provided on our website. You know best your academic history, your plans for the future, and (most importantly) why you deserve a scholarship. While we aim to answer all questions as quickly as possible, the selection criteria are online so that applicants can read fully how applications will be assessed by our committees. No exceptions can be made to the scholarship's eligibility rules. If you meet the scholarship's criteria, we encourage you to begin your application today!

Should I apply if I just meet the criteria? Is it worth my time?
Yes! You are welcome to apply for any of the available scholarships where you meet all of the eligibility requirements. While each donor has specific criteria, they are looking for students with diverse talents, leadership experience, and interests within their specified eligibility range. It is up to you to decide if the application is worth your time, but we always encourage eligible students to apply.

Should I apply if I don't meet the eligibility requirements of a scholarship?
No. Scholarship criteria were established for each of the scholarships by a donor with an interest in supporting a specific category of student. Unfortunately, if you do not meet the eligibility criteria, your scholarship application will not be reviewed as these criteria cannot legally be waived. However, we encourage you to keep these opportunities in mind should your standing change. For other scholarship opportunities you may visit Fastweb, Scholarships.com, or StudentScholarships.org. Your high school or college/university may also have information on scholarships.

What is the scholarship committee looking for?
Each scholarship committee is looking for different students with various qualities. Please review the eligibility criteria on our website to find out what each scholarship requires to determine if you may be a fit. Each committee prioritizes differently students' academic record, work experience, community involvement and financial need. It is important to have well-written essays, so we encourage you to not wait until the last minute. We also recommend having someone proofread your essays for typos. Read more tips on how to develop a successful scholarship application.

How is financial need determined?
All scholarships require the completion and submission of a FAFSA Student Aid Report (SAR). Taken into consideration are the number of individuals in the household, the number of other family members in college in a household, family income and financial resources, the cost of attendance at the applicant's college of choice, and your expected family contribution (EFC) as determined by this FAFSA report.

You must file the FAFSA online at www.fafsa.ed.gov for all scholarship opportunities. For instructions on how to complete the FAFSA, visit the FAFSA website. Unfortunately, the Community Foundation cannot provide advice or technical assistance on how to complete the FAFSA. If you have problems with completing your FAFSA, please go to the FAFSA website and contact their expert staff who can help you address your challenges. Staff at your high school or college/university should also be able to provide additional assistance if you are having difficulties.

What if my FAFSA report does not reflect my actual financial need?
If you feel there are additional financial circumstances a review committee should be aware of, you may want to describe your situation in your essays. Please know that the review committee will rely primarily on your FAFSA report to determine need.

HOW TO APPLY AND USE OUR ONLINE APPLICATION SYSTEM

Can I submit a paper application if I do not have access to a computer?
Please follow the scholarship's directions for submission of your application. A majority of our scholarships require applications to be submitted online. We cannot accept paper applications in place of a required online application. No exceptions can be made. If you do not have a computer or internet access, we recommend going to your school, a local library or a community center to use a public computer. Once an account is created, you can save your application and work on it over time as needed.

What do I do if my answers are not saving?
Applicants must complete the entire page and click "Save and Continue" for answers to be saved in the scholarship portal. If you want to skip ahead to another section of the application, you can do so by inserting a placeholder response or a random string of text in the field (example: *123*) so that you can go back later to revisit any questions.

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How do I update my profile information?
To edit the details you've previously entered in the profile section, click on your email address located in the top right hand corner of the screen and select "View/Edit Profile". Next click on the green button that says "Edit Profile".

How do I reset my password?
Click "Forgot your password" on the Scholarship Application Portal login page. An email will be sent to your inbox with instructions on how to reset your password. Please allow 15 minutes for the email to send. If the email does not arrive in 15 minutes, please check your spam box. If you are still unable to retrieve the email, please email scholarships@cfgreateratlanta.org and a staff member will assist you with resetting your password in the application portal.

If I have submitted my application, can I go back and make an edit to the application or materials uploaded?
No. We will review all submitted applications as-is and cannot allow for edits to be made to an already submitted application. For these reasons, please make sure you are happy with the content and materials you provide before taking this final step.

Can I submit multiple applications for the same scholarship?
No. Please do not create multiple accounts in your name or multiple applications for the same scholarship.

Do you review applications that are complete but not submitted?
No. We can only review applications that have been submitted in our system. Please make sure once you have completed all the sections that you press the "submit" button in the application portal.

APPLICATION DOCUMENTS

How should I submit my online recommendations?
When you reach the recommendations section of the application, please review carefully how the reference letters should be submitted. For most scholarships, students can upload their reference letters directly into the scholarship portal as PDFs along with their other required application materials. Applicants for the Jim Kennedy Scholarship should refer to the directions provided below and follow the directions stated in the application portal for reference submission processes.

All reference letters are due by February 15, 2019 with no exceptions made. Applications without all required reference letter(s) will be considered incomplete and not reviewed.

For applications of the Jim Kennedy Scholarship only:
Please provide your recommender with the Scholarship Appraisal/Recommendation Form provided in the application portal. Please ask them to return the completed form to you for uploading into the application portal.

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Do you require official transcripts?
We do not require official transcripts and can accept either official transcripts or unofficial transcripts for all of our scholarships. The transcripts should show your name, student identification number and school name. The transcript must be uploaded into the scholarship application portal. If you are having trouble accessing this information, please contact the registrar's office at your school to help you navigate your particular school's process for obtaining an unofficial or official copy of your transcript. Mailed or emailed transcripts will not be accepted. You should acquire an official or unofficial transcript, scan it, and upload the resulting document into the scholarship portal.

How do I complete and file the FAFSA?
You must file the FAFSA online at www.fafsa.ed.gov. For instructions on how to complete the form, visit the FAFSA website. The Community Foundation cannot provide advice or technical assistance on problems with your FAFSA, but we strongly recommend visiting the FAFSA website for resources and/or contacting someone from FAFSA directly for assistance.

Can I submit my FAFSA later if my tax forms are not ready by the deadline?
No. Scholarship applications submitted without the FAFSA SAR report will not be considered complete and will not be reviewed. For details regarding what is considered sufficient tax information for completion of the FAFSA, please visit the FAFSA website.

Can I submit a FAFSA SAR from last year?
No. Please submit the most current FAFSA SAR report with your application materials.

How do I attach my FAFSA to the online application?
Save your current FAFSA SAR as a PDF, then upload it to your application via the Documentation section.
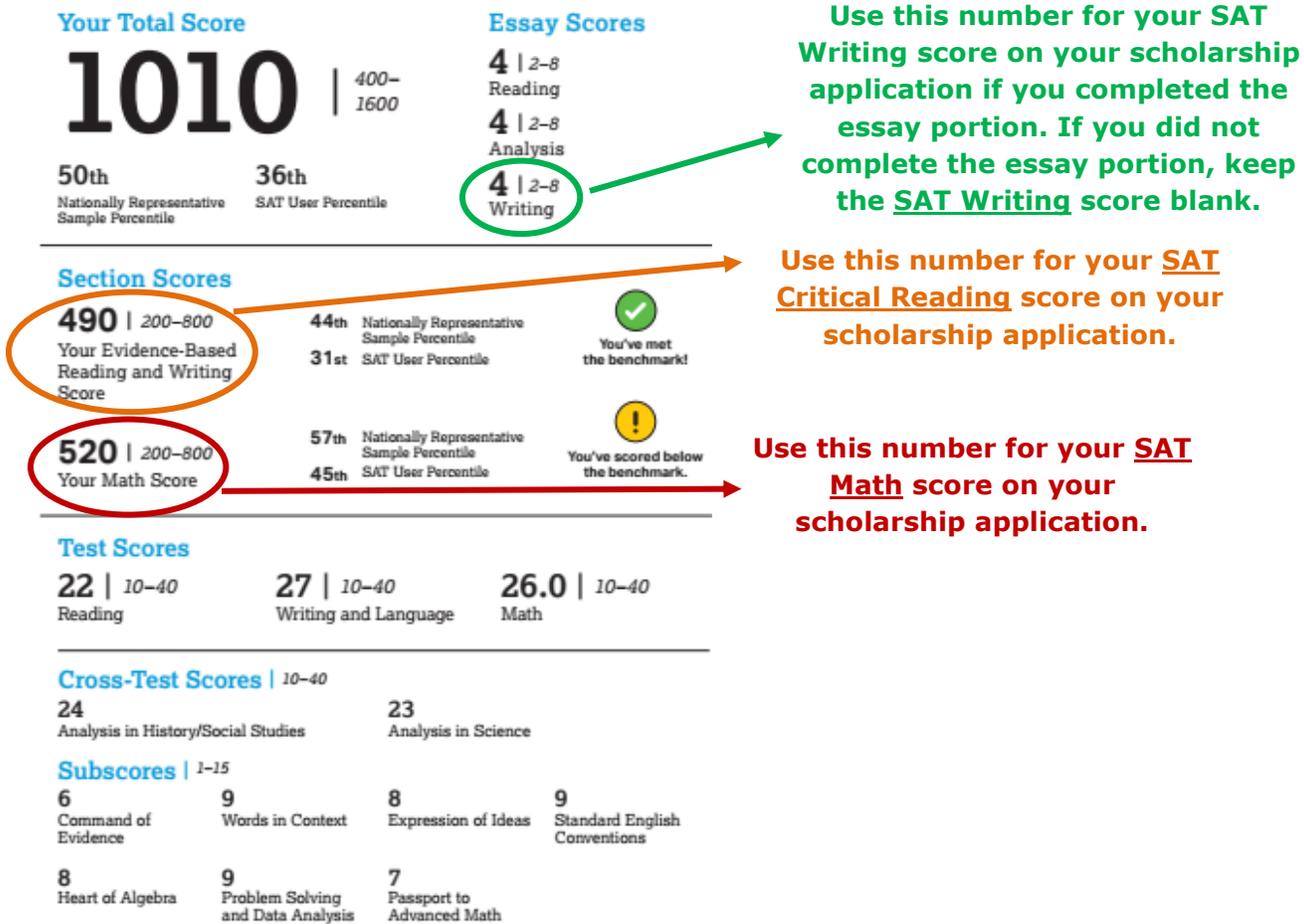
Can I mail hard copies of my unofficial transcript and/or recommendation letters to the Community Foundation instead of submitting them online?
No. The unofficial transcript and letters of recommendation must be submitted through the online application portal. Mailed or emailed documents will not be accepted under any circumstance.

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How do I report my SAT score?

Students applying for scholarships for undergraduate studies must provide their SAT scores. Students that have taken the test multiple times may submit their best score in each category. Here is what we are looking for:

Your Total Score

1010 | 400–1600

50th
Nationally Representative
Sample Percentile

36th
SAT User Percentile

Essay Scores

4 | 2–8
Reading

4 | 2–8
Analysis

4 | 2–8
Writing

Use this number for your SAT Writing score on your scholarship application if you completed the essay portion. If you did not complete the essay portion, keep the SAT Writing score blank.

Section Scores

490 | 200–800
Your Evidence-Based Reading and Writing Score

44th Nationally Representative Sample Percentile
31st SAT User Percentile

You've met the benchmark!

Use this number for your SAT Critical Reading score on your scholarship application.

520 | 200–800
Your Math Score

57th Nationally Representative Sample Percentile
45th SAT User Percentile

You've scored below the benchmark.

Use this number for your SAT Math score on your scholarship application.

Test Scores

22 | 10–40
Reading

27 | 10–40
Writing and Language

26.0 | 10–40
Math

Cross-Test Scores | 10–40

24
Analysis in History/Social Studies

23
Analysis in Science

Subscores | 1–15

6
Command of Evidence

9
Words in Context

8
Expression of Ideas

9
Standard English Conventions

8
Heart of Algebra

9
Problem Solving and Data Analysis

7
Passport to Advanced Math

Get your full report online at sat.org/scorereport

6

SCHOLARSHIP PAYMENT INFORMATION

If awarded, when will I receive the scholarship funds?
The Community Foundation will mail scholarship checks directly to each awarded student's college once the student has submitted the required online acceptance form. Upon return of the signed acceptance form, please allow up to seven business days for your check to process and an additional seven business days for mailing payment to your school. We ask that you complete this form as quickly as possible so that we can make sure the award is received in a timely manner by your school. Staff will email you when a payment is mailed to the school and no other information is needed from you. Issuance of payments will begin in July, 2019.

If awarded a scholarship, do I get the check?
No. For legal reasons, scholarship award checks are sent directly to your college and credited by your school to your student account. No other arrangements can be made due to rules set by the Internal Revenue Service on how scholarship payments can be made to individual students.

How long does it take for colleges to process the award?
Schools take different amounts of time to process scholarship awards. We will send you a notification when a check has been mailed to your college. After receipt of this notification, it is best to work directly with your school to determine where they are in their own timeline for applying these funds to your student account. If a check has not been received by the school four weeks after staff notified you that a payment was mailed, please email scholarships@cfgreateratlanta.org for more information.

What should I do if I decide to transfer schools and have been awarded a scholarship?
If you have been awarded a scholarship to attend a school and are now transferring to another school, please complete the school transfer form that can be found on our website here.

RENEWABLE SCHOLARSHIPS AND UPDATING YOUR CONTACT INFORMATION

How do I renew my scholarship?
For all students who have been awarded a renewable scholarship, please note instructions will be sent directly to you on how to renew your scholarship award. Some scholarships are paid out once at the beginning of the school year while others are split into two payments. Please refer to your award agreement to be informed of the payment schedule. All renewable scholarships will require an unofficial transcript and completion of a short online application. Please wait for additional instructions from the Community Foundation staff for more specifics on what is needed and how to submit renewal materials. Please do not attempt to upload any materials to a new scholarship application.

What should I do if I move or transfer to a different college?
Please contact the Community Foundation by email at scholarships@cfgreateratlanta.org if you are transferring to another school and have been awarded a renewable scholarship. Staff will provide additional information at that time.

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STILL HAVE QUESTIONS?

Where else can I find more information on the scholarships' application process?
The Community Foundation will be sharing updates on scholarships on [Twitter](#), [Facebook](#) and our [blog](#) between December 2018 and February 2019. Please make sure to follow us online! We will also be hosting a webinar for all interested applicants on **Tuesday, December 18, 2018 at 11 a.m. ET**. [Register here for the webinar](#). If you are unable to make it that day, we will also be sharing a recording on our [website.](#)

Does it help my chances if I call to introduce myself to the Community Foundation?
Unfortunately, no. Staff are extremely busy during this time processing applications. It is our hope that by reading this document and the instructions in the portal, students will feel comfortable preparing their application. It should also be noted that staff are not always on scholarship committees or have any significant sway over who is selected. Your best chance for receiving a scholarship will come from reviewing this document and the application instructions carefully and then thoughtfully developing your application so that it is submitted on time and is of the highest quality.

Can I receive feedback on my application?
Unfortunately, staff are unable to provide feedback on applications (incl. declined or ineligible) due to the high volume of applications received. Please refer to the application instructions for developing a competitive application and also each of the [eligibility requirements](#) provided for each scholarship online.

What should I do if I still have questions?
After reviewing this document, the application instructions within the portal, please email scholarships@cfgreateratlanta.org if you have any additional questions. We ask that you email your questions rather than call so that we can provide you with the most comprehensive response as quickly as possible.

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