

# SCHOLARSHIP APPLICANT

## FREQUENTLY ASKED QUESTIONS



Springfield Foundation  
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### Where do I go to find information about Springfield Foundation scholarships?

Information about Springfield Foundation scholarships can be found at [springfieldfoundation.org](http://springfieldfoundation.org). From the home page click on Scholarships to learn more about individual scholarships, including eligibility requirements, applications, awards and deadlines.

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### When are the applications due?

Online applications and all required documents are due no later than 4:30 p.m. **February 23, 2018**.

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### What is required to apply?

Many scholarships have similar requirements, although some have unique requirements. However, the most common requirements are listed below.

- Essay (Tell the Foundation about yourself and why the Foundation should invest in your future).
- Transcripts
- Two recommendations from people not related to you. (One recommendation should come from a teacher, or professor if you are currently in high school or college).
- Prefer Student Aid Report from the Free Application for Federal Student Aid (FAFSA) although we will accept your 2016 Federal Income Tax return Form 1040 or 1040A.

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### What is the process to apply?

- The application can be accessed on the Foundation's Scholarship Opportunities webpage by clicking the Apply Now button. This takes you into our online scholarship program.
- If this is the first time you've ever applied for Springfield Foundation scholarships, you will click create a New Account.
- Those who have previously applied will enter their email address and password.
- Once you create a new account or login to your account the applications will be saved to My Applications.

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### What do you do with my information? How is my information protected?

The Foundation does not share applicant information outside of the selection committee.

The online application is powered by SmarterSelect. The SmarterSelect servers are hosted by Rackspace, a leading provider of cloud computing solutions. Data files are stored using Cloud Files from Rackspace which are encrypted via https.

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### What if my recommender isn't responding to my online recommendation request?

If your recommender is not responding to your online request, login and click edit to resend the request or delete that individual and replace with a new one. It's best to ask your recommender ahead of time to be sure they can complete your recommendation by the application due date.

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### **Can recommendations be sent by mail? What if I have a paper copy of my recommendation?**

The recommendation form is designed to be completed online. However, if your recommender does not have access to email or an internet connection, you may print a hard copy of the recommendation form that they can complete and mail or fax to the foundation. Please be sure to note, that all recommendations must be returned to the Foundation by the application due date. Please fax to 937/324-1836.

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### **What is meant by "First Generation College Student"?**

For the Foundation's purposes, this is defined as a person who is among the first generation in their family who expects to graduate from a 2-year or 4-year college with the intent of obtaining a degree. A brother, sister or step-sibling may have a degree or be currently enrolled in college.

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### **What is meant by "Independent Student"?**

The Foundation defines an independent student as one who meets at least one of the following:

- Is under age 24 and both parents are deceased.
- Was or is a ward of the state until 18 years of age.
- Was a foster child after the age of 13.
- An emancipated child as determined by a judge.
- Homeless or at risk of homelessness as determined by a homeless shelter, transitional program, or high school staff representative.

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### **What is considered a "Traditional/Professional Field"?**

Traditional and professional fields include those that require a bachelor's degree or higher in order to work in a chosen career.

### **What is considered a "Technical/Vocational Field"?**

Vocational and technical programs are shorter, more focused training and educational programs that prepare their students for immediate employment.

Technical, community or junior colleges offer technical courses and programs, and these usually result in an associate degree, pre-bachelor's technical degree or certificate.

Vocational courses and programs often result in a certificate of completion. This type of program focuses on teaching a specific trade with a hands-on approach, like construction, agriculture or health, as well as teaching general employment skills, such as typing.

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### **How will I find out if I was awarded a scholarship?**

You will be notified via mail or email. Notification letters are also sent to those who were not selected.

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### **What will my scholarship pay for?**

Unless otherwise established by the scholarship fund, awards may be used for tuition, fees, books and related educational expenses. This information will be included in your congratulatory letter.

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### **How do I claim my scholarship? How does my scholarship get paid?**

If you are selected as the recipient of a scholarship, you will receive a congratulatory letter in the mail with instructions along with a scholarship acceptance form to be completed and returned to the Foundation. Once the acceptance form has been returned and you have met the conditions of the scholarship, the check will be processed.

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### **I sent my scholarship acceptance or renewal form to the Foundation. How do I know if payment has been made?**

You will receive an email when the payment has been sent to your educational institution.

## FREQUENTLY ASKED QUESTIONS

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### **Where are scholarship checks sent?**

All scholarship checks are sent to the educational institution. Please be sure to provide us with your student ID number to include on the check for proper credit to your account.

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### **If the scholarship award is more than I owe the school, what happens to the extra funds?**

Any unused portion of the scholarship is returned to the Foundation. If the scholarship is renewable, the funds will be returned to your scholarship to be used at a later date if possible.

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### **How do I know if my scholarship is renewable?**

If a scholarship is renewable, it will be noted in your congratulatory letter, along with the minimum requirements to renew.

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### **How do I renew my scholarship?**

In May you will receive a renewal letter and scholarship renewal form to be completed and returned to the Foundation.

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### **What if I don't meet the minimum requirements to renew my scholarship?**

If you do not meet the minimum requirements to renew your scholarship, contact the scholarship assistant.

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### **Can I split my scholarship between terms?**

Unless otherwise noted in the scholarship fund guidelines, the Foundation will request that the funds are split between Fall and Spring terms. If you do not receive the anticipated amount of your scholarship credited to your bill, contact your school's financial aid office.

### **How long can I wait to claim my scholarship?**

Please accept or decline your scholarship by the due date listed in your congratulatory letter. Acceptance forms and Renewal forms are due at the beginning of June. If the Foundation has not received your Acceptance or Renewal form by mid-June you will receive a scholarship termination letter.