Together, we flourish.

Community Foundation™
for the Fox Valley Region

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IMPORTANT INFORMATION FOR SCHOLARSHIP RECIPIENTS

Things To Know Before Collecting Your Award

Refer to the Scholarship Profile included in your congratulatory packet for the following information.

- Award amount
- Whether the scholarship offers a one-time award or a renewable award
- Whether the award is for the fall semester or spring semester
- Payment schedule
- How to locate the Scholarship Acceptance Form and Scholarship Verification Form(s)
- What supporting documents will be needed as part of the Scholarship Verification Form(s)

Scholarship Profiles are also available on our website: *www.cffoxvalley.org/scholarships-listing*

Next Steps

STEP 1

Login or create an account on Community Foundation's Scholarship Portal. Locate the Scholarship Acceptance Form(s) and Scholarship Verification Form(s) on your Dashboard.

STEP 2

Finalize your college plans. You will need to know your student ID Number and the college/university you will be attending for the upcoming school year. Then fill out and submit the Scholarship Acceptance Form(s) or defer or decline the award.

STEP 3

The Community Foundation approves your Scholarship Acceptance Form(s) and the Scholarship Verification Form(s) will become available to you.

STEP 4

Fill out the Scholarship Verification Form(s) assigned to you when you have your class schedule and other supporting documents requested.

STEP 5

The Community Foundation approves your Scholarship Verification Form(s) and sends a scholarship check directly to your college within 3 weeks of the approval. It may take additional time for the check to be processed by your school and credited to your student account. If any further information is needed from you, the Community Foundation will email you using the email associated with your account.

STEP 6

For renewable scholarships, repeat Steps 4 & 5 for the following semesters or school years.

Deadlines

- **7/15:** No scholarship payments will be issued prior to this date, even if the materials are submitted.
- **8/31:** Scholarship Acceptance Form due.
- **9/15:** Fall semester scholarships - Scholarship Verification Form due.
- **2/15:** Spring semester scholarships - the Scholarship Verification Form due.

Deferring or Not Collecting Award

- If you need to defer collecting your award, fill out the Scholarship Deferral Form attached to the Scholarship Acceptance Form. After the Community Foundation approves the deferral, you will be notified to the email associated with your account. Deferrals will be reviewed after July 15.
- If you choose to not to collect your scholarship award, indicate on the Scholarship Acceptance Form that you wish to decline the award. Do this as soon as possible so the scholarship can be awarded to an alternate recipient.

Submitting Documents Late

The Community Foundation will not hold scholarships past the due dates unless contacted by the student in advance.

Communications

The Community Foundation communicates with students **via email**; it is the student's responsibility to keep their contact information updated on the Scholarship Portal (*www.grantinterface.com/Home/Logon?urlkey=cffvrscholar)* to ensure receipt of important communications.

Questions?

Website: *cffoxvalley.org/scholarships* | Email: *scholarships@cffoxvalley.org* | Phone: *920.702.7629*

I RECEIVED A SCHOLARSHIP THROUGH MY HIGH SCHOOL. WHAT'S NEXT?

STEP 1
Determine your starting point to access the Scholarship Portal:
- a) **I have an existing account** for the Community Foundation's Scholarship Portal (Meaning you have applied to other scholarships online).
  - ➔ Log in with your existing account.
- b) **I do not have an account** for the Community Foundation's Scholarship Portal.
  - ➔ Go to the registration page and click "Create New Account" and follow the prompts.
  - ➔ Do **NOT** use your high school student email address to create your account.

STEP 2
Finalize your college plans. You will need to know your student ID Number and the college/university you will be attending for the upcoming school year.

STEP 3
Use the **access code** on the Scholarship Portal. Access codes are for scholarships that students receive through their high school's application process instead of filling out an online scholarship application on the Community Foundation's Scholarship Portal. **YOUR ACCESS CODE IS: Accept2023**
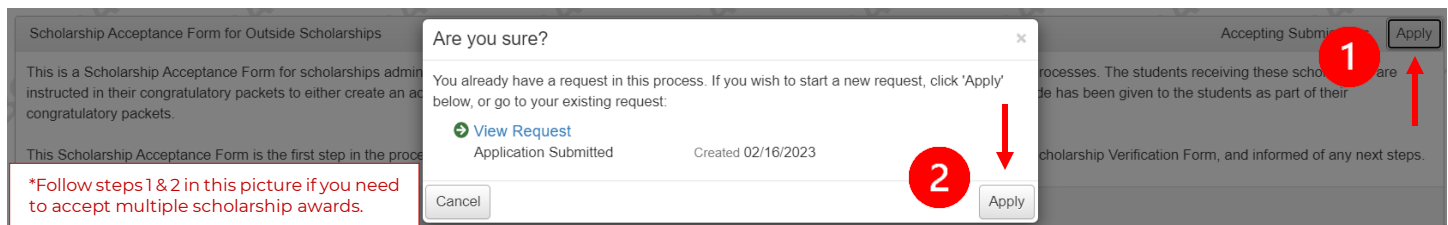
STEP 4
Use the access code.
1) Go to the "Apply" page Community Foundation's Scholarship Portal.
2) Enter the access code from your congratulatory packet to the bar on the top-right corner "Enter Access Code" slot. Click "Enter Code".
3) This brings you to the **Scholarship Acceptance Form for Outside Scholarships** you need to fill out for each scholarship you received through your school.

STEP 5
Fill out the Scholarship Acceptance Form for Outside Scholarships
1) Click the "Apply" button once you've entered the access code and located the form.
2) Fill out the form and click "Submit Application" button.
3) Look for a confirmation email confirming the submission was received.
   - ➔ **You must fill out the Scholarship Acceptance Form *separately* for all awards you received through your school.**
   - ➔ **If you have multiple scholarships* that you need to fill out the form for, the system will ask you if you are sure you want to submit any additional forms. Please click "Apply" on this prompt.**

Next Steps
1) You will be assigned to one or more Scholarship Verification Form(s) to collect your award.
2) Fill out and submit the Scholarship verification Form(s) to collect your award(s). For details, refer to Steps 4-6 on the "*Important Information for Scholarship Recipients*" document.

Questions?
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