Scholarships
Frequently Asked Questions

GENERAL QUESTIONS

Who is eligible?

The Community Foundation has nearly 100 different scholarship funds available for both traditional and non-traditional students pursuing any form of education beyond high school.

Traditional Students are generally defined as students who transition straight from high school to college. Non-Traditional Students are generally defined as students who 1) do not immediately continue their education after completing high school or a GED/TASC program taking one year or more between, or 2) have continued their education but were interrupted for personal or financial reasons that resulted in a break from their education for more than a year. Non-traditional students are typically over the age of 20. In addition to applying for Traditional scholarships in the spring, non-traditional students can also apply for scholarships anytime throughout the year using the Non-Traditional Scholarship Application.

An eligible applicant must be a current high school senior, high school or homeschool program graduate, or have received a GED or TASC certificate. Applicants must be enrolled or planning to enroll in a higher education program for the upcoming academic year.

I applied for scholarships last year. Can I apply again?

Yes! Students are eligible to apply each year that they remain enrolled in school. You may use the same login information to re-apply this year and you will have access to your previously submitted application(s).

Can graduate students apply?

Yes. However, we do not currently have any scholarship funds that are designated specifically to graduate students. If you are a graduate student, please understand that your application will be reviewed along-side students who are pursuing their first degree.

Graduate students who transitioned straight from high school to undergraduate studies and then onto graduate work would be considered traditional students.

What does a scholarship cover?

Scholarships through the Kosciusko County Community Foundation only cover "qualified educational expenses" which are defined as tuition and academic fees. Room and board will not be covered as it is not a charitable expense, according to the IRS.

When can I apply?

The Traditional Scholarship application will be open on **December 15**. Completed applications *and required recommendations* must be submitted by **March 15 @ 4:30 p.m**.

The Non-Traditional Scholarship application is open year round. Completed applications are pulled for review beginning the second Monday of each month. Applicants can expect the review process to take approximately 30 days.

How do I apply?

1. Go to: http://kcfoundation.org/scholarships
2. Click on the link to our online scholarship application.
3. Create an account using an e-mail address you check frequently and input a password you will remember. If you applied last year, you may use the same login information.
4. Complete and submit the appropriate application.

Updated: January 2020

How do I know which scholarship funds I am eligible for?

The online application will use your responses to narrow down the list of scholarships for which you may be eligible to apply. If you match the criteria, you will be automatically submitted to some funds. Other funds will require you to supply additional information to determine your eligibility. For more information about how this works, skip to the Scholarship Eligibility/Additional Information section of this document.

To view the criteria for each of our scholarship funds, please go to http://kcfoundation.org/scholarships.

What documents/information will I need to apply?

Before applying, we recommend that you gather the following documents. These will need to be scanned and uploaded to your application. *All documents can be formatted as a .pdf or .jpg unless otherwise specified.*

- Your most recent high school or college **Transcript**
- **SAT/ACT Scores** if they do not appear on your transcript
- **FAFSA Student Aid Report** which must include your name and Expected Family Contribution (EFC) number.
- A high quality **photo** of yourself. (must be a .jpg)
- A copy of your **birth certificate or green card**. Citizenship or legal residency is required by some, but not all scholarship opportunities.
- **E-mail address** for at least two people willing to serve as **references**. One must be from a teacher or professor. If additional references are required for certain scholarships, the type of reference will appear on your application. *Please note that we DO NOT accept recommendation letters. Your references must complete an online recommendation form. See the References section.*

APPLICATION QUESTIONS

Do I need to create an online account?

Yes. The first time you use our application system, you will need to create an account using the "Create New Account" button. Be sure to use an active and valid e-mail address that you check frequently.

We do not recommend using your high school e-mail address as it will expire after graduation.

The e-mail address tied to your account is the way the Community Foundation and the online application system will communicate with you if there are any problems or if a change to the status of your application occurs. Please check your e-mail regularly throughout the application process.

If you applied last year, your account is still active. You may use the login information you previously provided.

How can I track the status of my application?

When you sign into your account, there will be a tab labeled "My Applications" at the top of the page. Click on this tab to see all of your applications and their statuses:

- **Submitted** means the application is complete and all recommendations have been received. Submitted applications will be forwarded to the committee for review after the deadline.
- **Request Pending** means you have completed and submitted your application, but you are still missing at least one recommendation. You can return to the Request section to check the status of your recommendations and send additional e-mail requests to your references as reminders.
- **Pending Submission** means you are still working on the application. Either additional information is needed or all required information has been entered but you have not yet submitted your application. To do so, you will need to click on the 'Final Review & Submit Button' at the top of your Dashboard.

Do I need to complete the sections of my application in any particular order?
The sections are numbered and we recommend that you complete them in order to maximize your scholarship opportunities. You must complete the first three sections before the application system can generate your list of potential scholarships.

You may complete the Request section at any time to request recommendations from your references. However, please note that you may be asked to supply additional references after being matched to certain scholarship funds. You will need to return to the Request section to fulfill those requirements. For more information about references, please see the Reference Questions section of this document. Recommendation forms must be submitted online by your references and are due by 4:30 p.m. on March 15. Please be sure to give your references ample time to complete and submit these online forms.

Can I make changes to my application once I submit it?
No. Once you hit the submit button, your application is final so it is important that you preview your application before submission. If a change must be made, contact the Community Foundation for assistance.

The question is multiple choice, but none of the options fit me.
We have tried to supply additional instruction where applicants may encounter this issue. If there is no additional instruction provided under the question or in the blue information icon, please contact the Community Foundation for help answering the question.

SECTION 1. PROFILE:
Should I use my parents' street address or my school street address?
Use your permanent address. For traditional students, this is usually your parents' address. The address you provide is where we will mail important award information in June should you receive a scholarship.

How do I know which township I live in?
On the application, we have provided a map of Kosciusko County outlining the various townships. If you do not live in Kosciusko County, you should select "Other."

I am not a Kosciusko County resident. Should I apply?
The vast majority of our scholarship funds require residency in Kosciusko County, Indiana, or graduation from a high school serving Kosciusko County in order to be eligible. If you have found our site through a scholarship-finding website or service, such as scholarships.com, and you do not live in Kosciusko County, Indiana, please call us at 574-267-1901 to ask whether or not you are eligible to apply before you begin an application.

SECTION 2. EDUCATION INFORMATION:
What type of student am I?
To optimize scholarship opportunities, current **High School Seniors** should select the High School Senior option. **Traditional Students** are generally defined as students who transitioned straight into a higher education program after completing high school, homeschool or a GED program. **Non-traditional Students** are generally defined as students who 1) do not immediately continue their education after completing high school or a GED/TASC program taking one year or more in between, or 2) have continued their education but were interrupted for personal or financial reasons that resulted in a break from their education for more than a year. Non-traditional students are typically over the age of 20.

Graduate students that have transitioned from high school to undergraduate to graduate school consecutively are classified as Traditional Students. Graduate students that have taken more than one year between undergraduate and graduate school should select Non-traditional.

Why isn't my elementary school/middle school/high school listed?

These questions are used to determine your eligibility for scholarship funds that use your elementary school, middle school and/or high school as criteria. To limit the length of the list, we have provided the most common choices of our applicants and those that may be criteria for particular funds. If your school is not listed, please select "other."

Why isn't my college or university listed as an option?

To limit the length of the list, we have provided the most common college choices of our applicants. If your college is not listed, please select "other" from the drop-down menu and then type the name in the text box.

If you are attending a satellite campus of Indiana University or Purdue University, please select the satellite campus option. You will be given the opportunity to specify which campus you are attending. If you are attending Ivy Tech Community College or Indiana Tech, you will also be given the opportunity to specify which campus.

What if I have not yet decided which school I will be attending?

Select the school you would most like to attend. If you are torn between two schools, you will need to select one in order to proceed with your application. Should you receive a scholarship award, you will be asked to verify your choice at that time.

What is a vocational, trade or technical program?

A vocational, trade or technical program provides students with the education needed to specialize in a skilled trade. Students may graduate with a certificate, license or associate degree. These programs are typically designed to be less than four years.

Examples of a vocational, trade or technical program include, but are not limited to, welding, plumbing, CNC machining, culinary arts, auto mechanics, x-ray technician, barbering/cosmetology, law enforcement, dental hygiene or carpentry. If you are unsure if you are enrolling in a vocational, trade or technical program, call the Community Foundation for assistance.

How do I pick a field of study that is the best fit for my major?

Your field of study is used by the application system to recommend scholarship opportunities to you. We have tried to provide broad options that might encompass many different majors, but we know we may have overlooked some. To see a list of possible majors that might fit under field of study, refer to the "*How to Choose a Field of Study*" guide provided on the application. If you do not see your major listed on the guide, choose the field of study that you feel is most suitable or select "other" and then fill in the text box. It is to your benefit to select a provided field of study. We recommend that you do not select "other" or "undecided" unless absolutely necessary.

In some cases, a major could fit within multiple fields of study. If you need assistance choosing your field of study, contact the Community Foundation. We can help you determine which option would yield the most scholarship opportunities.

I have taken dual-credit classes in high school, how do I determine how many college credits I have?

Most semester long classes are 3 credit hours. Check your transcript or ask your guidance counselor if you are unsure.

Do you accept super scores for the SAT?

No. Super Scores are when you combine your highest score received in each section from multiple testing dates. Please enter your total score from a single testing date. If this score is not included on your transcript, you will be asked to provide documentation to verify the score reported.

Updated: January 2020

SECTION 3. FINANCIAL INFORMATION:

I haven't filed my FAFSA yet. Can I keep filling out other sections of my application?
You only need to answer the first question in the Financial Information section to generate your list of potential scholarship opportunities. If you plan to file your FAFSA, but you have not yet submitted the paperwork or you haven't gotten your Student Aid Report (SAR) back yet, answer the first question in the Financial Information section to indicate that you do plan to provide the requested information. Then, move on to the next section. You can return to the Financial Information section later to enter the additional required information.

What if I don't file FAFSA?
If you are opting to not file a FAFSA, indicate that you will not be supplying the requested information. The application system will then narrow your list of opportunities to only include non-need based scholarships.

Most of the scholarships are need based, how do you determine need?
The Community Foundation determines need based on your Expected Family Contribution (EFC) number which can be found on your FAFSA Student Aid Report. We also consider any additional information you provide regarding special family or personal circumstances that may impact your financial need.

SECTION 4. ACTIVITIES:

How do I decide what activities to list?
For ease of our review committees, you are limited to listing 15 extracurricular activities and 10 community service activities. Choose the most significant activities in each category. You are not required to provide any, but you cannot add more.

If you are a current college student, please be sure to include college activities. A good rule of thumb is to list your activities from the last four years. If you are a junior or senior in college, graduate student or non-traditional student, we do not necessarily need to know what activities you were involved in during high school.

What is the difference between an extracurricular activity and a community service activity?
Extracurricular activities are any sports, clubs, organizations, etc. that you participated in either through school or outside of school. Examples include, but are not limited to, sports, booster club, academic societies, student council, band/orchestra, choir, youth group, Boy/Girl Scouts, 4-H, PTO, and service clubs.

Community service activities are instances where you volunteered your time to impact others. Examples include mentoring at BYC, building for Habitat for Humanity, tutoring, fundraising, mission trips, etc.

I'm not sure if my activity should be listed under extracurricular or community service?
There are several circumstances where a club or organization may be listed as an extracurricular activity, but the volunteer activities you did through the club or organization can be listed under community service. Please contact the Community Foundation if you need assistance.

Examples we have seen in the past:
- You are a member of National Honor Society (NHS) which should be listed under your extracurricular activities. The tutoring you do through NHS should be listed under community service.
- You participate in your church's youth group which should be listed under your extracurricular activities. The mission trip your youth group did should be listed under community service.
- You participated in Kosciusko Youth Leadership Academy (KYLA) which should be listed under your extracurricular activities. The fundraiser you organized as part of your KYLA project should be listed under community service.

SECTION 5. WORK EXPERIENCE:

What counts as work experience?
Work experience does not need to be formal. You may choose to include babysitting, lawn mowing, etc. If you received payment (other than an allowance from your parents) for a job you performed, you can include it in work experience. Additionally, internships, both paid and unpaid, may also be included.

What if I have more than one current job?
List your most significant job under Current Employment. Any other current jobs can be listed under Previous Employment leaving the end date blank. This will tell our reviewers that you still hold the position listed.

SECTION 7. ATTACHMENTS:

How do I upload a document?
Most schools and libraries offer free access to scanners. If you do not have access to a scanner, you can set up an appointment with Foundation staff for assistance or you may upload a picture of the document from your smartphone. Help instructions can be found on the scholarship page of the Community Foundation's website.

What counts as proof of citizenship or legal residency?
The most common and acceptable forms of documentation are a birth certificate or green card. We will also accept Certificates of Naturalization or Citizenship, a U.S. Passport, or a Real ID compliant driver's license, permit or identification card. Please ***DO NOT*** upload a copy of your social security card.

Does my transcript have to be official?
No, your transcript does not need to be official. It just needs to be the most recent transcript issued at the time of application that includes fall semester grades. If you are a current college student, please provide your college transcript.

Do you want all the pages of my Student Aid Report (SAR)?
No, we do not need to see all of your Student Aid Report and financial data. What we do need to see is your **Expected Family Contribution (EFC)** number and **your name** to confirm that it belongs to you. For some students, your name and EFC number will appear on the first page. For others, you may need to provide two pages.

Why do you need a picture of me?
We publish a listing each spring to announce our scholarship recipients to the community. We like to show them the bright, promising faces of the future! ☺

SECTION 9. SCHOLARSHIP ELIGIBILITY:

I don't see Section 9 on my Dashboard.
Section 9 will not appear on your dashboard until you have completed Sections 1 through 3.

How do I get matched to scholarships?
The application system uses your answers to questions in Sections 1 through 3 to narrow down your list of matching scholarship funds. Scholarship funds for which you are absolutely not eligible to apply for are removed from your list of matches.

Once you have answered all required questions in the first three sections, "Section 9. Scholarship Eligibility" will appear on your Dashboard. To generate your list of matching scholarship funds, you must click on the 'Update List' button within Section 9. ***We strongly recommend returning to Section 9 to click on the 'Update List' button anytime you make changes to your application.*** Editing your responses may impact your eligibility and ultimately change your matches.

Unfortunately, the application system is not capable of checking all criteria requirements for all scholarship funds. You may be asked to verify your eligibility or provide additional information in Section 10.

Updated: January 2020

How do I know which scholarships I am applying for?
Once you click on the 'Update List' button, you will be able to view the list of scholarship funds you have been matched to from the drop down menu. Only the scholarship funds to which you have been matched will be listed and a check mark will appear in the box next to the fund name.

To optimize your scholarship opportunities, we recommend that you <u>do not</u> uncheck any of the boxes.

What is the General Scholarship Fund?
The General Scholarship Fund includes many different scholarship funds with varying criteria. These funds do not require any additional information from you to determine your eligibility. Therefore, you will automatically be applied to these scholarship funds if you meet all eligibility criteria.

To view the eligibility criteria for all Kosciusko County Community Foundation scholarship funds, please visit our website and click on the "Summary of Scholarship Funds."

The system matched me to a scholarship, but I am not actually eligible based on the requirements listed.
The system uses basic criteria to narrow down your options. It removes scholarship funds for which you are absolutely not eligible, but it is not capable of checking all requirements. The Community Foundation staff will verify eligibility for every scholarship following the deadline. However, to remove yourself from consideration, you will need to find the scholarship fund in Section 10 and indicate that you do not wish to apply.

Please note, this will not remove the check mark next to the scholarship name in the drop down menu. It simply indicates to our reviewers and staff that you should not be considered for the scholarship.

SECTION 10. ADDITIONAL INFORMATION:
I was matched to a scholarship that is not listed in this section.
Most likely that scholarship fund did not require any additional information. You will be automatically applied if you meet all eligibility requirements.

After reading the description of the scholarship, I don't think I am actually eligible.
Unfortunately, the system is not capable of checking all requirements for all scholarships. That is why we need you to complete this section! Please be sure to read each description thoroughly. If you find that you are not eligible for a scholarship, indicate that you do not wish to apply for the scholarship.

Please note, this will not remove the check mark next to the scholarship name in Section 9. It simply indicates to our reviewers and staff that you should not be considered for the scholarship.

This scholarship requires additional recommendations. How do I add these references to my application?
Every applicant is required to supply at least two references: one must be a teacher or professor and one is a person of your choice. To provide additional references, complete the "References" section at the top of Section 10. For each type of reference you wish to provide, select "I would like to request this recommendation" from the drop down menu.

Proceed to the Request section where you will see that the selected references have been added to your list of required references. Please follow the instructions to provide the person's name and e-mail address to actually request the recommendation.

This scholarship requires a recommendation from a specific person (employer, coach, pastor, etc.) I do not have a person to ask that fulfills that requirement.
Unfortunately, you will not be considered for that scholarship if you cannot provide the required recommendation(s). Please indicate that you do not wish to apply for the scholarship.

This scholarship requires a recommendation from a specific person (employer, coach, pastor, etc.) I already requested my General Reference from that person.
That is fine! Just choose "My general reference is my _____" from the drop down menu.

REFERENCE QUESTIONS

What recommendations are required to apply?
Every applicant is required to provide at least two references: one must be a teacher or professor and one is a person of your choice. Your references will be asked to complete on online recommendation form. Additional recommendations from a specific reference, such as an employer or coach, may be required for certain scholarships. You will be asked to enter the name and e-mail address for all of your references in the Request section. An e-mail will be automatically sent to them asking them to complete an online recommendation form.

When are online recommendation forms due?
Recommendation forms must be submitted by 4:30 p.m. on March 15. Otherwise, your application will be incomplete.

Who should I choose to complete a recommendation form?
Every applicant is required to provide at least two references: one must be a teacher or professor and one is a person of your choice. Additional recommendations from a specific reference may be required for certain scholarships. We recommend that you choose people who are able to speak about your character and why you deserve a scholarship. Your references cannot be related to you.

Additional references you may be asked to provide include are a coach, employer, pastor, peer, practitioner in the field you are pursuing, a teacher in the field you are pursuing, and service group leader.

We strongly encourage all applicants to speak with their selected references prior to submitting the person's e-mail address in order to inform them of the process and the deadline.

We have seen references decline the request to provide a recommendation because the student did not ask their permission before entering his or her e-mail address on the application. References have also failed to complete their recommendation because the applicant used an incorrect e-mail address and the request was never received or the reference was not made aware of the deadline. Always talk to your references first! Ask permission, verify their e-mail address, explain the process and tell them the deadline. And don't forget to follow-up after you request the recommendation!

I have already collected recommendation letters; can I upload them to my application?
No. The Community Foundation does not accept recommendation letters. References must complete and submit an online recommendation form.

Will I be able to see my references' recommendations?
No, you will not be able to view the completed recommendation forms.

My chosen reference doesn't have e-mail, can I still use him/her?
Yes. Send an e-mail to scholarships@kcfoundation.org with your name and your reference's name. We will send you instructions for how to proceed.

How do I see if my references have completed the online form?
You will receive an e-mail notifying you once a recommendation form has been submitted. You will also receive an e-mail if one of your references declined your request. You may return to the Request section of your application at any time to check the status of a recommendation.

Your application will not be considered complete until ALL of your recommendations are received.

Updated: January 2020

My reference declined my request. Now what?
Return to the Request section and click on the 'Request For' link associated with that reference. A pop-up box will appear stating that you will be redirected to the recommendation request form. Click on the 'OK' button. On the recommendation request form, simply remove the reference's information and replace it with a different reference who is willing to complete the recommendation on your behalf.

The deadline is approaching and my reference has not yet submitted his/her recommendation form.
It is so important to communicate with your references throughout the application process! We have experienced several cases in which the reference never received the e-mail request because the student misspelled the e-mail address or the e-mail went directly to the reference's spam or junk folder. We have seen references miss the deadline because they were never told when the recommendation form needed to be submitted.

If one of your references has not completed their recommendation and the deadline is approaching, reach out to him/her to verify that they plan to complete the recommendation and they are not having any issues accessing the form. If needed, you can enter a replacement reference by following the steps below:

1. Click on the 'Request For' link associated with that reference.
2. Click 'OK" on the pop-up box to be redirected to the recommendation request form.
3. Delete the name and e-mail address of your preference reference from the form.
4. Enter a new name and e-mail address.
5. Click on the 'E-mail Request' button.

SELECTION QUESTIONS
Who decides scholarship winners?
The Community Foundation depends on a large number of community volunteers who serve on our scholarship committees. Each committee reviews applications for a specific fund and makes recommendations. The committee's recommendations then go to the Community Foundation's Board of Directors for approval.

When do I find out if I won?
Current high school seniors are notified at their respective school award programs in the spring. Homeschooled students, current college students, and adult students are notified via mail in late spring.

Recipients will receive a packet that includes a congratulations letter with information about the scholarship award and a scholarship agreement form that must be completed and returned to the Community Foundation by a certain date. A declination form is also included should the recipient decide to decline the award.

Have a question that isn't answered here?
Contact the Community Foundation staff at 574-267-1901 or
scholarships@kcfoundation.org. We will be happy to assist you!