Traditional Scholarships

Frequently Asked Questions

Kosciusko County Community Foundation
Inspiring Generosity. Strengthening Communities.

ELIGIBILITY & HOW TO APPLY

The following are common questions about our traditional scholarship program including eligibility, how to apply, and how scholarships are awarded.

Who is eligible?

The Community Foundation holds over 120 different scholarship opportunities that are tied to the Traditional Scholarships application. Eligible applicants must be a current high school senior, high school or homeschool program graduate, or have completed a high school equivalency program. Applicants must also be enrolled or planning to enroll in a post-secondary education or training program for the following academic year.

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. Food and housing will not be covered as it is not a charitable educational expense, according to the IRS.

I am not a Kosciusko County resident. Should I apply?

The vast majority of our scholarships require residency in Kosciusko County, Indiana, or graduation from a high school serving Kosciusko County (Lakeland Christian Academy, NorthWood, Tippecanoe Valley, Triton, Warsaw, Wawasee, and Whitko) in order to be eligible. Exemptions include, but are not limited to, the Max and Kathryn Beigh Educational Endowment Fund, the DePuy Memorial Scholarship Fund, and the Zimmer Biomet Scholarship Fund.

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 or the surrounding area, please call us at 574-267-1901 to ask whether or not you are eligible to apply before you begin an application. You can also check out our Traditional Scholarship Fund Directory here to view the criteria for each fund.

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 access our scholarship portal and re-apply year after year.

Can graduate students apply?

Yes. However, we do not currently have any scholarship opportunities that are designated specifically for 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.

When can I apply?

The Traditional Scholarship Application opens each year in early November. **Completed applications along with all required supplemental information and required recommendations must be submitted by 4:30 p.m. on February 1.** We strongly recommend submitting your Common Application *by January 15* so you have enough time to provide any requested supplemental information for your scholarship opportunities.

Where is the application?

All Kosciusko County Community Foundation scholarship applications are housed in our online scholarship portal. A link to the scholarship portal can be found on our website at https://www.kcfoundation.org/scholarships/traditional-scholarships.

Do I need to create an account for the scholarship portal?

Yes. The first time you use our scholarship portal, you will need to create an account by clicking on the Create New Account button. Be sure to use an active and valid email address that you check frequently to setup your account. We do not recommend using your high school email address as it will expire after graduation.

The email address tied to your account is how the Community Foundation will communicate with you regarding your application and scholarship awards. Please check your email regularly.

How do I apply for Traditional Scholarships?

1. Login to the scholarship portal and click on the Apply button at the top of your dashboard.
2. Find the Traditional Scholarships application and click Apply.
3. Read all the instructions and follow them carefully to complete the application.

To apply, you will need to complete a single common application. You will be matched to the scholarship opportunities for which you are eligible based on your answers to certain questions within the application. Your common application will serve as your application for most of the associated scholarship opportunities. However, some scholarship opportunities may require you to complete a supplemental information page requesting additional information. You will be assigned any required supplemental information pages once you submit the common application. **We strongly recommend submitting your common application by January 15** to allow time to complete those supplemental information pages before the final deadline.

The common application, supplemental information pages, and all required recommendations must be submitted by 4:30 p.m. on February 1.

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

The common application will use your answers to certain questions within the application to determine the scholarship opportunities for which you are eligible. If the scholarship opportunity does not require any supplemental information, you will be automatically applied to it. If the scholarship opportunity requires an additional essay or additional recommendations, you will be required to complete and submit a supplemental information page to be eligible for that scholarship.

You can also check out our Traditional Scholarship Fund Directory here to view the criteria for each fund

What documents/information will I need to apply?

You may be asked to upload the documents listed below. Please note that some of these are optional or only required for certain scholarship opportunities.

- Your most recent high school or college **transcript** that includes grades from the fall semester. Your transcript does not need to be official.
- You will be given the option to provide **SAT or ACT scores.** If your reported scores do not appear on your transcript, you will be asked to provide separate documentation to verify your scores.
- To be considered for need-based scholarships, you will be required to provide a **FAFSA Submission Summary** that includes your name and Student Aid Index (SAI).
- A high quality **photo** of yourself (must be a .jpg).
- A copy of your birth certificate or green card may be requested as **proof of citizenship or legal residency**. *This is only required for a small handful of scholarship opportunities.*

These documents will need to be scanned and uploaded to your application. Documents can be formatted as a .pdf or .jpg unless otherwise specified.

Who decides the 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 scholarship opportunity and makes recommendations for recipients and alternates. The committee's recommendations then go to the Community Foundation's Board of Directors for final approval.

When do I find out if I received a scholarship?

Applicants will be notified of a decision via email in mid-April. Recipients will receive instructions to complete two follow-up forms:

- The **Scholarship Acceptance Form** is due by May 15. This form includes details about the award (including the amount) and the terms and conditions of the scholarship.
- The **Scholarship Payment Form** is due by May 31. This form is used to verify the student's college, university, or trade school so we can make issue payment directly to the school. This form also asks for their student ID number to ensure the payment is applied to the correct student account.

Can I receive more than one scholarship from the Community Foundation?

Yes. However, the Community Foundation will not award a total amount in excess of your tuition and required fees.

SETTING UP AN ACCOUNT

The following are questions specific to setting up and account on the Scholarship Portal.

Which email address should I use?

You should use an active and valid email address that you check frequently to setup your account. We do not recommend using your school issued email address as it will expire after graduation.

The email address tied to your account is how the Community Foundation will communicate with you regarding your application and scholarship awards. Please check your email regularly throughout the application process.

Which address should I use?

We recommend using your **permanent** address. For most students, this is your parent or guardian's address. The address you provide when setting up your account is where we will mail important award information should you receive a scholarship. We also use your address to verify your county of residence.

Address 1 should be the physical address of your permanent residence. If your mailing address is different, you will enter that in Address 2.

FILLING OUT THE APPLICATION

The following are questions specific to the information being requested on the common application.

Is it beneficial to submit my application before the deadline?

YES! Community Foundation staff reviews each application we receive for completeness and accuracy. If you submit your application early, that will give us time to follow-up with you should a correction be needed.

Additionally, we use a two-step application process. In step-one, you will complete and submit a common application that uses your answers to match you to the scholarship opportunities you're eligible for. If the scholarship opportunity does not require any additional information, you will be automatically applied to it. However, some scholarship opportunities require additional information beyond what is asked in the common application. If you are matched to one of these scholarship opportunities, you will need to complete step-two.

In step-two, you will be assigned a supplemental information page for each scholarship opportunity that requires an additional essay, recommendation or miscellaneous information. You will need to complete and SUBMIT each supplemental information page assigned to you to be considered for the associated scholarship.

We recommend submitting the common application by January 15. Your common application, assigned supplemental information pages, and all required recommendations must be submitted by 4:30 p.m. on February 1.

Can I save my work and finish my application later?

Yes! Just click on the *Save* button at the bottom of the application. The next time you login, your draft common application will appear on your dashboard. You will be able to click on it to continue your work.

Why do you need this information?

Each of the scholarship opportunities associated with the Traditional Scholarships application has its own unique eligibility requirements. These requirements were established by the donor when they set up the scholarship fund. While some questions on the application may seem silly or out of place, we need that information to help us determine if you're eligible for a particular scholarship opportunity.

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 that helps you select an appropriate answer, please contact the Community Foundation at 574-267-1901 or scholarships@kcfoundation.org for assistance.

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 Community Foundation program staff for assistance. As a last option, you may upload a picture of the document from your smartphone.

How can I track the status of my application?
The status of your common application and all supplemental information pages can be found on your dashboard. You will be automatically taken to your dashboard upon logging into the scholarship portal or by clicking on the HOME icon within the portal.

Can I make changes to my application once I submit it?
No. Once you submit your common application or a supplemental information page, you will not be able to make changes. If a change must be made, contact the Community Foundation for assistance.

Education & Academic Performance:

Why isn't my elementary school/middle school/high school listed?
These questions are used to determine your eligibility for scholarship opportunities that are open to students who attended a specific elementary, middle, or high school. To limit the length of the drop down list, we have provided the most common choices of our applicants and those that may be criteria for particular scholarship opportunities. If your school is not listed, please select "other" and enter the name of your school if prompted.

Why isn't my college or university listed as an option?
To limit the length of the drop down 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 enter the name of your chosen school in the text box provided.

Please note that the Community Foundation may not be able to award scholarships to students attending a for-profit college, university, or trade school. All of the schools included in our drop down list are nonprofit. For more information about for-profit schools, visit the For-Profit Schools page on our website at https://www.kcfoundation.org/scholarships/for-profit-schools.

What if I haven't decided which college, university, or trade school I will be attending?
If you are torn between two schools, you will need to select one in order to proceed with your application. Select the school you would most like to attend. Should you receive a scholarship award, you will be asked to verify your choice at that time.

What is a Technical/Trade Program?
A vocational, trade, or technical program provides students with the training 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, building/construction, carpentry, HVAC, auto mechanics, CNC machining, barbering/cosmetology, law enforcement, veterinary technology, culinary arts, medical assisting, or dental hygiene. If you are unsure if you are enrolling in a vocational, trade, or technical program, contact the Community Foundation for assistance at 574-267-1901 or scholarships@kcfoundation.org.

My major isn't listed as a Field of Study.

The Field of Study question is used to determine your eligibility for scholarship opportunities that are open to students pursuing a specific field of study. These are broad categories that may encompass many different majors. To limit the length of the drop down list, we have provided the most common fields selected by our applicants and those that may be criteria for particular scholarship opportunities.

To see a list of possible majors that might fit under each field of study, refer to the "*How to Choose a Field of Study*" guide provided on our website. If you do not see your major listed on the guide, choose the field of study that you feel is most suitable. We have also provided the option to select "other" or "undecided." However, 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 at 574-267-1901 or scholarships@kcfoundation.org. We can help you determine which option would yield the most scholarship opportunities.

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 which should include fall semester grades. If you are a current college student, please provide your college transcript.

How do I determine how many college credits I've earned?

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

Do I have to provide SAT or ACT scores?

No. You are not required to report SAT or ACT scores, but you are given the option to do so. Test scores are considered by our reviewers when evaluating academic performance, but you will not be penalized if you choose not to provide them.

If you are a homeschool student, we strongly recommend providing test scores on your application.

Do you accept superscores for the SAT?

No. Superscores 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.

Financial Need:

Most of your scholarship opportunities are need based, how do you determine need?

To determine scholarship need, the Community Foundation uses a combination of the Student Aid Index (SAI) assigned to you by the FAFSA along with some additional financial information. That financial information is evaluated individually by Community Foundation staff to determine each student's level of scholarship need. The financial information you provide will not be shared with reviewers.

Please note that even if you choose to provide the requested financial information, it may still be determined that you are not able to demonstrate high enough need to qualify for need based scholarships.

Do you want all the pages of my FAFSA Submission Summary?

No, we do not need to see all of your financial data. What we do need to see is your **Student Aid Index (SAI)** and **your name** to confirm that it belongs to you.

I want to be considered for need-based scholarships, but I don't have all of my financial information yet.

You must provide the requested information before you will be able to submit your common application.

If you haven't filed the FAFSA yet, we recommend doing so as soon as possible.

If you have filed the FAFSA and are just waiting to get your Submission Summary back, move on with the rest of the application. Return to the Financial Information section once you've received your report.

What if I don't file a FAFSA?

If you are opting to not file a FAFSA, indicate that you do not wish to provide financial information on your scholarship application. You will only be matched to scholarship opportunities where financial need is not an eligibility requirement.

I've applied for other scholarships, but I haven't heard back from them yet. Should I include them in my Secured Financial Aid amount?

No. We just want to know the grants and scholarships that have been awarded to you at the time of your application. This can include grants, other scholarships, and aid from your institution. If you are a 21st Century Scholar and expect to receive that scholarship in full, you should report it.

Activities, Community Service and Work Experience:

How do I decide which activities to list on my application?

You are limited to listing 15 extracurricular activities and 10 community service activities. If you have more than that, we recommend choosing 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's 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, athletic teams, theatre, band, orchestra, choir, student government, academic competition teams, honor societies, school clubs, church youth group, Boy/Girl Scouts, 4-H, FFA, etc. Work experience should not be included here.

Community service is the act of giving your time without compensation (money or class credit) to benefit the well-being of others and improve your community. Students often participate in community service through their extracurricular activities. The community service you participate in should be reported separately from the school club or community group that organized the volunteer activity.

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 with the club or organization can be listed under community service. Please contact the Community Foundation at 574-267-1901 or scholarships@kcfoundation.org 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 went on 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.

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. Internships or work-based learning experiences, both paid and unpaid, may also be included.

Recommendations:

What recommendations are required to apply?

Every applicant is required to provide at least two recommendations: one from a teacher or professor and one from a secondary reference who can speak to your involvement in extracurricular activities, community service, church, or other ways you've spent your time outside of the classroom. You will request these recommendations as part of your common application.

Some scholarship opportunities will require a supplemental recommendation from a specific individual like a coach, employer, pastor/church leader, or a practitioner in the field you plan to pursue. You will request these recommendations on the supplemental information pages for those scholarship opportunities.

The Community Foundation will not accept letters of recommendation submitted by mail, email, or in-person. References must complete an online recommendation form tied to your application. You will need to provide an email address for each reference.

How do I request the required recommendations?

To request a recommendation from your reference, you will be asked to provide their email address. You will be given the opportunity to send them a personalized email. They will also receive a second, automated email from the scholarship portal with a link to the recommendation form.

We strongly suggest talking to your reference before providing their email address for a few reasons:

1) to ask their permission and verify their email address,
2) to let them know they will be receiving an email with a link to the online recommendation form, and
3) make sure they understand that their recommendation form must be submitted by 4:30 p.m. on February 1 or you will not be eligible for the scholarship opportunity requiring that recommendation.

When are recommendation forms due?

Recommendation forms must be submitted by 4:30 p.m. on February 1. Otherwise, you will not be considered eligible for the scholarship opportunity requiring that particular recommendation. This means that if one of your references on the common application does not submit their recommendation by the deadline, your entire application will be considered incomplete, and therefore, you will not be eligible for any scholarship opportunities.

I've completed my common application, but my teacher/professor and/or secondary reference haven't submitted their recommendation form yet. Can I still submit my common application?

Yes! In fact, we recommend it so you can move on to step two of the application process. Your teacher/professor and secondary reference have until 4:30 p.m. on February 1 to submit their recommendation form.

Who should I choose to complete a recommendation form?

We recommend choosing someone who knows you well enough to speak about your character and why you are deserving of a scholarship. It should be someone you trust to complete their recommendation form by the deadline. Please note that your references should NOT be related to you.

We strongly encourage applicants to speak with their selected references prior to providing their email address in order to inform them of the process and the deadline. We have seen references decline the request for a recommendation because the student did not ask their permission first. References have also failed to complete their recommendation because the applicant used an incorrect email address or the reference was not made aware of the deadline. Always talk to your references first! Ask permission, verify their email address, explain the process, and tell them the deadline. And don't forget to follow-up to make sure they received an email from you and from us.

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 tied to your application.

Will I be able to see my references' recommendations?

No, you will not be able to view the completed recommendation forms. You can, however, see whether or not their recommendation form has been submitted.

How do I know if my references have completed their recommendation form?

If you open your application and go to each recommendation section, you will be able to see if the reference submitted their form or when the last email request was sent to them. This information will be listed underneath the email address you provided.

My chosen reference doesn't have email, can I still use them?

Yes. Send an email to scholarships@kcfoundation.org with your name and your reference's name. We will send you instructions for how to proceed.

The deadline is approaching and my reference has not yet submitted their 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 email request because the student misspelled the email address or the email 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 them to verify that they plan to complete the recommendation and they are not having any issues accessing the form. If needed, you can contact the Community Foundation at 574-267-1901 or scholarships@kcfoundation.org for assistance with replacing your reference with someone new.

SUPPLEMENTAL INFORMATION PAGES

The following are questions specific to the Supplemental Information Pages that applicants must complete as step two of the application process.

I've submitted my Common Application, but I don't have time to complete all of the supplemental information pages right now. Can I come back to it later?

Yes! The next time you login, your assigned supplemental information pages will be listed under the "Assigned to You" column on the left-side of your dashboard. From there, you can access each form to complete and submit when you're ready.

What if I don't want to provide the required supplemental information for a particular scholarship opportunity?

You don't have to. Just click on the *ABANDON* button to tell us you don't want to be considered for that scholarship opportunity.

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 eligible for that scholarship if you cannot provide the required recommendation(s). Please click on the *ABANDON* button at the bottom of the supplemental information page.

Two of my scholarship opportunities are asking for the same supplemental recommendation. Do I have to provide it twice?

No. If the same supplemental information is required for more than one scholarship opportunity, you will only have to provide that information once. Additional supplemental information pages will pre-populate with your previous response to that question.

For example, if a recommendation from a coach is required for more than one scholarship opportunity, you will only have to enter your coach's email address on the first supplemental information page that requests it. You will then see your coach's email address on all additional supplemental information pages that require a recommendation from a coach.

However, you MUST click Submit at the bottom of EVERY supplemental information page to be considered for each scholarship opportunity. Even if the entire page is pre-populated with the requested information.

What counts as proof of citizenship or legal residency?

A small handful of scholarship opportunities require applicants to be a citizen or legal resident of the United States. For those scholarship opportunities, applicants will be asked to upload 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.

If more than one of your scholarship opportunities requires this documentation, you will only have to upload it once. Your document will then appear on all other supplemental information pages that require it.

CONTACT INFORMATION

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!

Updated: November 2026