

IMPORTANT INFORMATION FOR ALL SCHOLARSHIP RECIPIENTS

Things To Know Before Collecting Your Award

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

- Eligibility criteria and award amount
- Whether the scholarship is a one-time award or a renewable award
- Payment schedule including whether the award is for the fall semester or spring semester

If you misplace your congratulatory packet(s) and/or Scholarship Profile(s), it is your responsibility to contact scholarships@cffoxvalley.org to request assistance so you do not miss the important deadlines below.

Deadline for Acceptance Form Submission

August 15th at 11:59pm: Action needed promptly after the student's award notification whether it is a fall or spring semester scholarship. ***Students must submit their acceptance form no later than August 15th.*** The Community Foundation will not hold scholarships past the due date unless we are contacted by the student in advance.

IMPORTANT: Additional Steps

Please note that the acceptance form is the first step for recipients to complete; there will be additional follow up(s) assigned once the acceptance form submission is reviewed by the Community Foundation. The follow up(s) will require college registered classes and other college information at that time in order to process scholarship payments. Follow up(s) deadlines are based on the scholarship payment schedule.

Deadlines for the Scholarship Verification Form Submissions

- **8/15: Fall Semester Award Payments**
- **1/15: Spring Semester Award Payments**

Each payment requires a verification form to be submitted in order to process payment. Deadlines for each form that you need to fill out will be visible on your home dashboard in the scholarship portal.

Payment of Awards

It may take up to **3 weeks** to approve and process your scholarship payment, and to mail it directly to your school. You will know your Verification Form has been approved, and a payment is being sent to your school when the status on your Dashboard says "Completed" instead of "Submitted." Schools may have additional processing time. ***It is your responsibility to be aware of upcoming deadlines and submit your forms in time to allow up to 3 weeks of Community Foundation processing to meet your school's tuition deadlines. If you are submitting your verification form(s) near holiday dates, processing times may be delayed.***

Deferring or Declining Awards

If you need to **defer** collecting your award, fill out the Scholarship Deferral Form attached to the Scholarship Acceptance Form. You will be notified by the email associated with your account of the deferral decision (approved/denied). If you do not request to defer your scholarship(s) prior to the Acceptance deadline, you forfeit the ability to collect the award.

If you choose **not to collect (aka decline)** your scholarship award, indicate on the Scholarship Acceptance Form that you wish to decline the award. Do this as soon as possible so that the scholarship can be awarded to an alternate recipient. Declined awards cannot be reverted to the student.

Submitting Documents After the Deadline

The Community Foundation will not hold scholarships past due dates unless we are contacted by the student in advance. If we do not hear from the students, the scholarship award may be forfeited.

Communication

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

communications. Important communications may include reminders of upcoming deadlines and notifications of incomplete submissions.

IMPORTANT ACTION STEPS FOR SCHOLARSHIP RECIPIENTS IF THE APPLICATION WAS THROUGH YOUR SCHOOL (OUTSIDE OF THE SCHOLARSHIP PORTAL)

Instructions to Accept Awards

- 1) Create an account or sign into your scholarship portal if you already have an existing account by **August 15th at 11:59pm:**
 - Existing users: Log in with your email address and password.
 - New users: On the login page, click “Create New Account” and follow the prompts.
 - i. **Do NOT use your high school student email address.**
- 2) Once logged into the portal, select “**Apply**” on the top tab. The application will not automatically be on your home dashboard. On the apply page, on the right-hand side, **enter your access code: Accept2026**. The student must press enter on the keyboard for the application “Scholarship Acceptance Form for Outside Scholarships 2026” to become visible. Click “Apply” and complete the form. Once completed, click “Submit Application” at the bottom. **You must fill out the form separately for each individual scholarship you received through your school.**
- 3) Your submission will be reviewed by the Community Foundation. You will be assigned additional follow-up(s) that will include your college attendance information at that time. Assignment notification will be sent to the email address that is connected to your portal account.
- 4) If your provided materials verify your eligibility, the Community Foundation will approve your submission(s) and send a scholarship check directly to your college within 3 weeks of approval. If any further information is needed from you prior to approval of your form(s), the Community Foundation will email you using the email associated with your account.
 - For renewable scholarships, fill out the follow up verification form(s) when you enroll for the following semesters or school years. The follow-ups are assigned to the student's scholarship portal account if applicable.

IMPORTANT ACTION STEPS FOR SCHOLARSHIP RECIPIENTS WHO APPLIED THROUGH THE COMMUNITY FOUNDATION'S ONLINE SCHOLARSHIP PORTAL

- 1) Sign into your scholarship portal account and submit the Scholarship Acceptance Form and required Verification Form(s) if you have a fall semester payment that is assigned to you by August 15th. Follow up form(s) are assigned based on the scholarship's payment schedule.
- 2) Finalize your college plans and submit your assigned verification form(s). To collect a scholarship from the Community Foundation, you will need to know the college/university you will be attending for the upcoming school year, your Student ID Number, and may be asked to provide your class schedule, proof of major, tuition invoice, etc.
- 3) If your provided materials verify your eligibility, the Community Foundation will approve your submission(s) and send a scholarship check directly to your college within 3 weeks of approval. If any further information is needed from you prior to approval of your form(s), the Community Foundation will email you using the email associated with your account.
 - For renewable scholarships, fill out the follow up verification form(s) when you enroll for the following semesters or school years. The follow-ups are assigned to the student's scholarship portal account if applicable.

Resources

Scholarship Profiles listing all scholarship details: <https://cffoxvalley.org/search-scholarships/>

More Information and FAQs: <https://cffoxvalley.org/how-to-apply-for-scholarships/>

Email: scholarships@cffoxvalley.org