

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 is 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)

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.

Deadlines for Acceptance and Verification Form Submissions

- **9/15: Fall Semester** scholarships
- **2/15: Spring Semester** scholarships

Deadlines for each form that you need to fill out will be visible on your Dashboard in the Scholarship Portal.

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.

Payment of Awards

The Community Foundation 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 Acceptance & 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.

Deferring or Not Collecting Award

- If you need to **defer** collecting your award, fill out the Scholarship Deferral Form attached to the Scholarship Acceptance & Verification Form. You will be notified to 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 & Verification Form deadline, you forfeit your rights to later collect the award.
- 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](http://www.grantinterface.com/Home/Logon?urlkey=cffvrscholar) (www.grantinterface.com/Home/Logon?urlkey=cffvrscholar) to ensure receipt of important communications. Important communications can include reminders of upcoming form deadlines and notifications of incomplete submissions.

It is your responsibility to check your email's inbox and spam/junk folders regularly to ensure receipt of communications from the Community Foundation.

Resources

Scholarship Profiles listing all scholarship details: www.cffoxvalley.org/scholarships-listing/

FAQs: www.cffoxvalley.org/grants-scholarships/scholarships/recipient-faqs/

Email: scholarships@cffoxvalley.org

Phone: 920.702.7623

NEXT STEPS FOR SCHOLARSHIP RECIPIENTS

For Scholarships You Applied to Through the Community Foundation Online Application Portal

STEP 1 - Finalize your college plans. 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.

STEP 2 - Login to your existing account on Community Foundation's Scholarship Portal. Locate the Scholarship Acceptance & Verification Form(s) on your Dashboard. *(If you received your award through an application at your high school, follow instructions in the section below.)* Fill out and submit the Scholarship Acceptance & Verification Form(s) to accept, decline, or defer your scholarship award.

STEP 3 - If your provided materials verify your eligibility, the Community Foundation will approve your form submission(s) and send 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 prior to approval of your form(s), the Community Foundation will email you using the email associated with your account.

STEP 4 - For renewable scholarships, fill out the follow up verification form(s) when you enroll for the following semesters or school years.

For Scholarships You Applied to Through Your High School's Application

STEP 1 - Finalize your college plans. 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.

STEP 2 - Determine your starting point to access the Scholarship Portal:

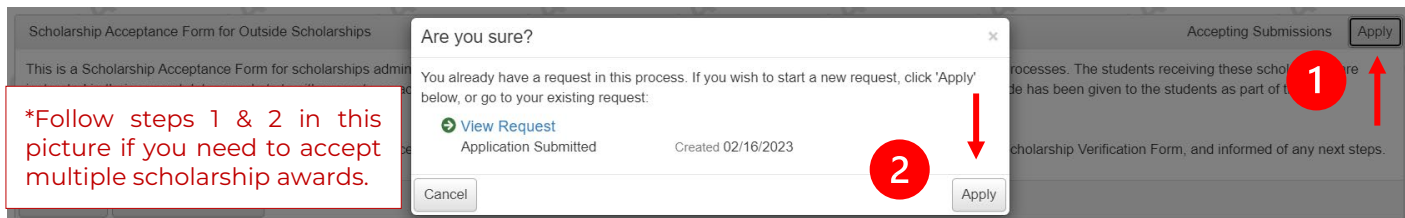
- I have an existing account** for the Community Foundation's Scholarship Portal: Log in with your existing account.
- I do not have an account** for the Community Foundation's Scholarship Portal: On the Login page, click "Create New Account" and follow the prompts. Do **NOT** use your high school student email address.

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: Accept2025**

- **After logging in, go to the "Apply" page and enter the access code from your congratulatory packet to the top right corner's "Enter Access Code" slot. Click "Enter Code." This brings you to the Scholarship Acceptance & Verification Form for High School Scholarships.**

STEP 4 - Fill out the Scholarship Acceptance & Verification Form for High School Scholarships. **You must fill out the form separately for each individual scholarship you received through your school.**

- Click the "Apply" button once you've entered the access code and located the form.
- 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.
- Fill out the form and click "Submit Application" button.
- Look for a confirmation email confirming the submission was received.



STEP 5 - If your provided materials verify your eligibility, the Community Foundation will approve your form submission(s) and send 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 prior to approval of your form(s), the Community Foundation will email you using the email associated with your account.

STEP 6 - For renewable scholarships, fill out the follow up verification form(s) when you enroll for the following semesters or school years.