

## **FREQUENTLY ASKED QUESTIONS**

**What information will I need to provide?** First, to enter into the scholarship application in AwardSpring (our scholarship software), you must have a unique email address. If you currently share an email with others in your family, please be sure your information in mywcc reflects a unique email address or you will not be able to log in to apply for scholarships.

When you enter the scholarship application, you must answer all questions in the *General Information*, *Academic Information*, *Qualification Questions* and *Financial Information* tabs. You will also need to upload your most recent unofficial transcript, ensure there is at least one *Letter of Recommendation* on your application, and answer six essay questions on the *Essays* tab. Please see further information below.

**How do I apply for a particular scholarship?** AwardSpring will automatically match your application to the scholarships for which you qualify. You may find scholarships requiring additional information in order for you to qualify; those will be on your Dashboard (home page of the application) and if you choose to answer the additional criteria requirements, you may apply for those scholarships as well.

**Do I need to write an essay?** Rather than one long essay, there are six short answer questions for you to answer under a tab called *Essays*. Maximum length is indicated for each question on the application.

**How do I request a Letter of Recommendation?** Just fill in the person's name and a valid email address on the *Letters of Recommendation* tab. There is an email message that you will be sending to your recommender; you may edit the message if desired.

**What if I do not have or cannot remember my GPA from a former educational institution?** If this field is not completed already, you may enter 0.0 as your GPA. However, an unofficial copy of your most recent educational institution transcript IS required, so, once you have your unofficial transcript, you should update your GPA before you submit your application. Please see the next question for more information on transcripts.

**Where do I provide my current transcripts?** It is your responsibility to obtain a copy of your complete transcript from your current or most recent educational institution attended in a WORD or PDF format. Scan all transcript pages and upload the document into your application on the *Documents* tab. Waubonsee transcripts are available on mywcc; open the transcript and print it to a PDF document (saved on your computer) to upload. Remember, transcripts **MUST** be included on your application no later than the scholarship application deadline. Please note **we do NOT require official transcripts**, but they **MUST** be complete. Also note **if you have provided your transcripts to the Admissions office at Waubonsee, we CANNOT access those transcripts and another copy MUST be uploaded on your application.**

**How many Letters of Recommendation do I need and whom should I ask?** You need a minimum of one and a maximum of three letters. You should ask a teacher, counselor, supervisor at work, coach, etc. The letters must NOT be from a friend or family member.

**How will I know if I receive a scholarship?** You will receive an email from our office the first part of April advising you whether or not you received a scholarship.

**How do I gain access to my scholarship award?** Most scholarship awards are credits on your Waubonsee student account to cover tuition, fees or books for the fall semester (and can be used for the spring or summer semesters, if there are any remaining fund still available). There are a few awards called “Refundable Credit” awards. These awards are given as a credit on your student account, but unlike the “Credit” awards, the “Refundable Credit” will be used first to pay for a past due balance. If you do not have a past due balance, you may use the credit to pay for the upcoming fall tuition, fees or books; or you may request a refund be sent to you. This request should be made through the Bursar’s office – information will be provided to recipients of these awards.

Scholarship credits may not immediately show up on your account, but they are there! If, as a scholarship recipient, you register for classes and it shows a balance due, please check back a day or so later to see if the credit has shown up. If it has not, please contact Financial Aid at (630) 466-5774. If your scholarship allows you to use any funds for books, you must request a voucher from the Financial Aid office to take to the Aurora Downtown or Sugar Grove Campus Bookstore. Note: awards may ONLY be used for books, not supplies unless the scholarship description specifically indicates otherwise.

**Are there any other requirements of me if I receive a scholarship?** If you find you will not be attending Waubonsee or otherwise cannot use your scholarship, you must contact the Advancement Office right away so we can award the scholarship to another student. All recipients are **REQUIRED** to attend one of two workshops scheduled for the end of April; more information will be sent to you if you receive a scholarship. We also host a celebration event in the early fall where recipients may be able to meet their donors, and your attendance at this event is very important.

**What if I have questions?** If you have questions about the application or the scholarships themselves, please contact the Advancement Office at (630) 466-2316 or [foundation@waubonsee.edu](mailto:foundation@waubonsee.edu).