



## **2019-2020 Scholarship Program Frequently Asked Questions**

### **What information will I need to provide?**

The Foundation uses a scholarship application software program called AwardSpring. If you are a current or returning Waubonsee student, you can log in to AwardSpring through mywcc using your Waubonsee credentials. If you are going to be a new student at Waubonsee in 2019-2020, you will need to create an AwardSpring account first. Visit [waubonsee.awardspring.com/prospective/signin](http://waubonsee.awardspring.com/prospective/signin) and click on "Register" to create your account.

When you enter the scholarship application, you must answer all questions in the General Information, Academic Information, Qualification Questions, Financial Information, and Essay tabs. You will also need to upload your most recent unofficial transcript to the Documents tab and ensure there is at least one Letter of Recommendation on your application. 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 complete under a tab called Essays. Maximum length is indicated for each question on the application.

### **How do I request a Letter of Recommendation?**

On the Letters of Recommendation tab of your application, fill in the name and email address of the individual from whom you are requesting a recommendation. This individual will receive an email from the Waubonsee Community College Foundation with instructions for uploading their letter of recommendation to your application online.

### **How many Letters of Recommendation do I need and whom should I ask?**

You need a minimum of one but no more than three letters of recommendation. Recommendations may be provided by a teacher, counselor, supervisor at work, coach, etc. The letters must NOT be from a friend or family member.

### **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?**

On the Documents tab of your application, all applicants are required to upload a complete copy (all courses, grades, and cumulative GPA) of your UNOFFICIAL transcript from your most recent educational institution attended, whether that is high school, Waubonsee or another college or university. Transcripts submitted to Admissions are NOT available for the purposes of this scholarship application. The preferred format is PDF.

Uploading your unofficial transcript is just like attaching a file to an email. If your unofficial transcript is unreadable or cannot be opened, your scholarship application will be considered INVALID, so it is highly recommended that you upload it in PDF format.

### **How will I know if I receive a scholarship?**

You will receive an email from our office in early April advising you whether or not you have been selected to receive a scholarship. This email will be sent to the address that you used on your scholarship application.

### **How do I gain access to my scholarship award?**

Most scholarship awards are credits on your Waubonsee student account to cover tuition, fees, and/or books for the fall semester. If, after the fall semester, there are any remaining funds still available, they can be used for the spring or summer semesters. If you do not register for the fall semester, your scholarship will rollover to the spring semester. If you do not register for either the fall or spring semester, you will lose your scholarship.

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 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 within 1-2 business days to see if the credit has shown up. If it has not, please contact the Bursar Office at (630) 466-5705. If your scholarship allows you to use excess funds for books, you may request a book voucher from the Financial Aid Office at (630) 466-5774. 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 are selected to receive a scholarship and find that 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 detailed information about the workshops will be provided in the email notifying you of your scholarship award. 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).