



# Scholarship Program

## FREQUENTLY ASKED QUESTIONS

### NEED MORE INFORMATION?

Contact Alicia Szempruch, scholarship manager, at [scholarshipmanager@columbusfoundation.org](mailto:scholarshipmanager@columbusfoundation.org).

Visit [columbusfoundation.org/scholarships](http://columbusfoundation.org/scholarships) to learn all about scholarships made possible by generous Columbus Foundation donors!

### APPLICATIONS

#### How do I learn more about Columbus Foundation scholarships?

ScholarLink, The Columbus Foundation's online scholarship search, allows you to learn about scholarships, eligibility criteria, and application information at [columbusfoundation.org/scholarships](http://columbusfoundation.org/scholarships).

Students can search 200 Foundation scholarships and apply to the online general application to gain access to more than 40 scholarships.

#### When are applications due?

Each scholarship has its own deadline, noted in ScholarLink.

#### What is the process to apply for scholarships?

Each scholarship has its own application process. For specific information, search for and view the scholarship on the Foundation's website. The Foundation's general online application can be accessed at [columbusfoundation.org/scholarships](http://columbusfoundation.org/scholarships).

#### What is the minimum scholarship award available?

The minimum scholarship award is \$500.

#### What is required to apply?

Each scholarship has unique requirements. The most common requirements are:

- Essay (one page): why did you choose your major or course of study (what are your goals if you are undecided) and what would receiving a scholarship mean to you?
- Resumé
- Transcripts
- Student Aid Report from Free Application for Federal Student Aid (FAFSA)
- Volunteer or Work-Related Letter of Recommendation
- Academic Letter of Recommendation

*The online application may require follow-up questions in addition to the general application.*

## SELECTION PROCESS

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### What is the process for awarding scholarships?

Once applications are received, selection committees meet to determine recipients. An award letter, proof of registration form, and directions for requesting payment are sent to recipients.

### Who can serve on a selection committee?

Information about who may serve on a selection committee is included with guidelines sent to schools and organizations.

Selection committee membership is determined when the scholarship is established. The majority of the selection committee must be impartial members; however, Foundation donors, family members, and employees of the donor may have a minority voice on the committee.

### What information does The Columbus Foundation need from selection committees to process a scholarship?

The Foundation requires the following:

- List of selection committee members and their titles
- Recipient information
  - Prefix / First Name / Last Name
  - Address
  - Email Address
  - Phone Number
  - Date of Birth

## SCHOLARSHIP PAYMENT

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### How does a scholarship get paid?

Recipients are sent an award letter that includes a proof of registration form. This form, completed by the school's registrar, is returned to the Foundation by the school. In lieu of this form, the Foundation will accept a copy of the recipient's schedule or bill that includes their name, school ID, and school address. Once the necessary proof of enrollment is received by the Foundation, payment is made to the educational institution.

### Where are scholarship checks sent?

All scholarship checks are sent directly to the educational institution.

### How long can a recipient wait to claim a scholarship?

Generally, scholarships are available through the academic year in which they are awarded. This information will be included in the recipient's award letter. If the recipient has not claimed the scholarship within the academic year, it is forfeited. The process for renewable scholarships is described in the award letter.

### If the scholarship awarded is more than the recipient owes the school, what happens to the extra funds?

Any unused portion of a scholarship is returned to the Foundation. If the scholarship is renewable, the money will be returned to the recipient's scholarship.

### How does the scholarship renewal process work?

If the scholarship is renewable, the award letter describes the process and criteria. Renewable scholarship payments are requested using the renewal enrollment verification forms provided in the award letter. In addition to enrollment verification, the form requires information to ensure the recipient meets the minimum criteria to renew the scholarship.