

**CENTRAL FLORIDA
FOUNDATION**

SCHOLARSHIPS: FREQUENTLY ASKED QUESTIONS

A guide to all of your scholarship-related questions.

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GENERAL

Does Central Florida Foundation have scholarships?

Yes. Central Florida Foundation administers 14 scholarships.

Where can I find more information on scholarships at Central Florida Foundation?

You may visit (add URL) to see a list of scholarships at Central Florida Foundation along with a short description.

Can anyone apply for scholarships offered by Central Florida Foundation?

Each scholarship has very specific criteria. To determine if you are eligible for one the scholarships, complete the [Eligibility Quiz](#).

Do I have to complete the FAFSA in order to receive a scholarship?

You do not have to submit the FAFSA. However, we strongly encourage all students to do so as it is very beneficial.

If you have completed the FAFSA, **congratulations!** You are well on your way to accessing financial aid for your post-secondary education needs.

If you are in process of completing the FAFSA, **great job!** You are headed in the right direction. Be sure to complete the application before the deadline.

If you have not completed or have not started the FAFSA, **you still have time.** Contact your guidance counselor today to find out more information and receive assistance.

For more information about FAFSA, [click here](#). You will find important facts and deadlines.

[Click here](#) for the Top 10 FAFSA Myths.

I created an account on [MyScholarship](#) and forgot my password. How do I reset it?

To reset your password, click on the “Forgot your Password?” link on the [MyScholarship](#) Logon Page.

I created an account on [MyScholarship](#) and do not see any scholarships listed. Am I doing something wrong?

Each scholarship has an Access Code. Scholarships will not appear until you enter the Access Code in the box to the top right of the screen. Once you enter the Access Code and click the enter button, the scholarship will appear along with an “apply” button. You can learn more about Access Codes in the [“How do I apply for a scholarship?”](#) section.

ELIGIBILITY

How do I know if I am eligible for a scholarship at Central Florida Foundation?

Each scholarship has very specific and unique criteria. The best way to know if you are eligible for a scholarship is to take the [Eligibility Quiz](#).

Can I qualify for the scholarship even if I do not fully meet the eligibility requirements?

No. If you do not meet one of more of the eligibility requirements, you are not eligible for the scholarship and you should not complete an application.

For example:

If the GPA requirement for a scholarship is a 3.0 and you have a 2.9, you are not eligible and should not apply for the scholarship.

If the credit hour minimum is 12 credit hours per semester and you are enrolled in 11 credits, you are not eligible and should not apply for the scholarship.

Eligibility requirements are verified through multiple means including transcripts and class schedules. Therefore, if you take the time to complete an application for a scholarship you are not eligible for you would have wasted your time as your application will not be considered.

APPLICATION PROCESS

How do I apply for a scholarship?

Once you determine if you are eligible for a scholarship (using the Eligibility Quiz), you will go to [MyScholarship](#), create an account and then enter the Access Code for the scholarship you want to submit an application for in the upper right side of the screen. Once you enter the Access Code, the application will appear and you will click on the Apply button to the bottom right.

When can I start completing an application for a scholarship?

Most of our scholarship applications will open on January 15. For a complete list of scholarships and key dates, [click here](#).

What is the deadline to submit an application?

Most of our scholarship applications are due on or before February 15. For a complete list of scholarships and key dates, [click here](#).

I created an account in [MyScholarship](#) and am being asked to enter an Access Code. I do not have one. How do I get an Access Code so I can apply?

The Access Code is provided to eligible students in two ways:

1. It is listed on the Criteria & Information Sheet you received by your school personnel (check your email or refer to the paper document you received).
2. Once you complete the Eligibility Quiz and it was determined that you are eligible to apply for a scholarship, you would have been given the Access Code.

Still cannot find the Access Code? Contact the Foundation at 407-872-3050 or dfranklin@cfound.org to receive the Access Code.

Can a parent and/or guardian complete my scholarship application?

No. It is important that you as the student complete the application. This will not only ensure the process is fair for all applicants, but it is also important that you take ownership and responsibility of your educational goals.

The scholarship application I am completing is asking me to download a form. How do I download the form?

The item you should download is located in Dropbox. You will click the link and then click the download button to the top right of the screen. If a pop-up window appears before you can download the item, click on the small wording at the bottom that says to move forward without creating an account.

AWARD AND ACCEPTANCE PROCESS

When and how will I be notified of the status of my application?

Scholarship applicants will be notified of the status of the application via e-mail after the Board of Directors at Central Florida Foundation approves the scholarship awards. This happens twice a year: the last Thursday in April and the first Thursday of December. Notifications will be sent via e-mail within two weeks of approval.

One exception of this standard practice is The 49 Fund Scholarship. Awardees are announced during a special reception held annually in June.

Be sure to have an up to date and accurate e-mail address in [MyScholarship](#) so that you receive timely communication.

Will I get notified if I am not awarded a scholarship?

Yes. You will receive a status update based on the practice [listed above](#).

How do I accept my scholarship?

When you receive notification of a scholarship award, you will receive a detailed e-mail. The email will contain the award amount, how to accept the award and other pertinent information.

One item that will be listed in the e-mail is the submission of an Acceptance Form. This form is to be reviewed and signed by you if you decide to utilize the scholarship. You will access the Acceptance Form on [MyScholarship](#). You can view a sample Acceptance Form [here](#).

Once the Foundation receives your Acceptance Form, you will be able to activate your scholarship. Learn more about scholarship activation [here](#).

ACTIVATION, BALANCES AND RENEWALS

How do I receive the scholarship?

In order to receive the scholarship, you must complete the [Acceptance Form](#) and then submit an Activation Form. The Activation Form can be found on the [MyScholarship](#) Dashboard. Once the Activation Form is completed and submitted, Foundation staff will review the documentation submitted and move the paperwork forward to be processed and paid.

If the Foundation staff has questions about what was submitted in the Activation Form, those questions will be communicated via e-mail prior to scholarship processing.

What information do I have to submit in the Activation Form?

You will have to add the following information to the [Activation Form](#):

- Your contact information, including your Student ID

- The contact person at your school to whom the scholarship check should be mailed. This could be your financial aid counselor, scholarship coordinator, business office manager or another school staff person that would serve as our direct contact for your scholarship.
- You will upload the following documents:
 - Class Schedule showing the number of credit hours per class
 - Tuition Fee Statement showing the amount due to the school

I did not use all of my scholarship this semester. Do I lose the balance or can I use it next semester?

No. You do not lose your scholarship balance. You can use the balance for the next semester by submitting a Balance Form through [MyScholarship](#).

The Balance Form will be found on your dashboard. You will have to fill in the same information as the [Activation Form](#) and will have to upload the same documents with one addition: an unofficial transcript.

If I have a multi-year scholarship, do I get the full amount upfront?

No. You are awarded the full amount which is then divided into the number of years specified for the scholarship (i.e. 2 years, 4 years). For example, if you are awarded a \$10,000 four-year scholarship, you will be able to utilize up to \$2,500 per year for up to four years.

We pay scholarships based on the amount due to the school, not the amount of the scholarship award. See the [Scholarship Payments](#) section for more details.

I have a multi-year scholarship. How do I use the rest of my scholarship next year?

If you have a multi-year grant and your first year has been paid, you will have to complete a Renewal Form each year you have the scholarship.

The Renewal Form will be found on your dashboard. You will have to fill in the same information as the [Activation Form](#) and will have to upload the same documents with one addition: unofficial transcript.

SCHOLARSHIP PAYMENTS

When should I receive a check from the Foundation for my scholarship?

You will not receive a check from the Foundation. All scholarship checks go directly to the school. The check will have both the name of the school and your name listed as the payee. You will have to sign the check in order for the payment to be applied to your account.

How will I know that my scholarship has been paid to the school?

Once your check has been processed and mailed, you will receive a payment notification via email letting you know the check has been mailed.

Will you notify my school of payment?

No. Once you receive notification of scholarship payment, you can contact your school directly to let them know the scholarship payment has been mailed and to expect the payment.

Do I have to endorse my scholarship check?

Yes. You will be notified by the school when the check is ready for your signature.

How will I know the scholarship check is ready for my signature?

Each school is different; however, most of them will e-mail you to let you know that the scholarship check has been received. They will provide you with instructions on where to go to sign the check, and the school will typically use your school e-mail address to send these notifications. Be sure you check your school e-mail frequently.

Other schools will also post a task or notification on your student portal. Be sure to check this portal regularly for these types of notifications.

How long does it take for a scholarship payment to be sent to my school?

Once an Activation Form is submitted, it can take up to two weeks for a scholarship check to be processed and mailed. You would then have to factor in the time it takes for delivery of the check.

It is critical that Activation Forms are submitted in a timely manner to ensure scholarship payment is made to your school on or before the due date.

How are my scholarships paid out?

Payments are made based on the amount due to the school based on your actual school tuition fee statement/invoice up to the scholarship award amount.

Any balances may be used in future semesters.

If you submit a **tuition fee statement showing a balance due lower than your scholarship amount**, the amount shown will be paid.

For example if the scholarship award is \$2,500 and the balance due shown is \$806.35, the lesser amount is paid:

Personalize Find			
Term	Description	Due Date	Due Amount
1 Spring 2019	Tuition & Fees	01/18/2019	806.35

The scholarship now has a balance of \$1,693.65 which may be used for the following semester.

If you submit a **tuition fee statement showing a balance due higher than your scholarship amount only**, the full scholarship amount will be paid.

For example if the scholarship award is \$2,500 and the balance due shown is \$8,589, \$2,500 will be paid:

New Charges / Adjustments					
11/28/2018	Spr 2019	-Undergrad	01/18/2019	\$727.00	
11/28/2018	Spr 2019	Class Pass Fee - Transit	01/18/2019	\$80.00	
11/28/2018	Spr 2019	Health Insurance - UG	01/18/2019	\$1,497.00	
11/28/2018	Spr 2019	Student Services Fee	01/18/2019	\$564.00	
11/28/2018	Spr 2019	Undergraduate Resident Tuition	01/18/2019	\$5,721.00	
New Charges Total:				\$8,589.00	

Can I check on the status of my scholarship?

Yes. You can check the status of your scholarship payment by contacting the Foundation at 407-872-3050 or dfranklin@cfound.org.

Why hasn't my scholarship been paid yet?

The main reason your scholarship might not have been paid yet is because you have not submitted an Activation Form. The Foundation cannot process a scholarship payment without the submission of the required documentation that is submitted using the Activation Form. You may find more information about the Activation process here (link to the above section).

If you have submitted an Activation Form and received a confirmation email, it can take up to two weeks before your scholarship payment is processed, check printed and mailed. It will then take time to reach your school. If it has been three weeks or more since you submitted your Activation Form and the school has not received the scholarship payment, contact the Foundation.

What does the scholarship pay for?

Scholarships pay for Tuition & Fees only

- Room & Board is not included
- Books are not included
- Equipment is not included

Can I use the scholarship to buy a laptop or for housing?

No. The scholarship can only be used to pay for Tuition and Fees.

My balance due to the school is zero. Can I still receive the scholarship?

Generally, the answer is no. If you do not have owe the school any money for tuition and fees, we will not pay the scholarship. The following are exceptions to this rule:

- If you receive Bright Futures, you may be able to still receive scholarship payment as long as your school applies the scholarship to your tuition and fees.
- If you or your parent/guardian made a payment out of pocket, we may be able to pay the tuition and fees that were paid upfront to your school. The payment you made will then be reimbursed to you by the school directly.

I receive Bright Futures and other financial aid. Will you still pay my scholarship?

We may be able to still pay your scholarship. If you have Bright Futures and other financial aid, you must submit your [Activation Form](#) before all other aid is applied to your account. This will allow us to still pay the scholarship towards tuition and fees.

If you have Bright Futures and it shows on your account as applied, you can still submit the [Activation Form](#) with the tuition fee statement/invoice showing the amount of your tuition and fees and the amount of Bright Futures. We can then determine the amount to be paid by your scholarship.

SCHOLARSHIP KEY DATES

The following key dates are for the scholarships listed below:

- Beatrice B. Ettinger Scholarship
- Brede-Wilkins Scholarship
- Edna S. Hargrett Scholarship
- Foard Award
- Paul & Sarah Goodman Scholarship
- The 49 Fund

January 15th – Application process opens
February 10th – Deadline for any recommendations or nominations to be submitted
February 15th – Deadline to submit applications
April 25th – Board of Directors at Central Florida Foundation approves scholarship awards
April 29th – May 10th – Award decisions communicated
June 15th – Deadline to accept the application using the Acceptance Form

CONTACT INFORMATION

If you have any questions about the scholarships at Central Florida Foundation, contact Daisy C Franklin, MSW, Community Investment Manager at 407-872-3050 ext 113 or via e-mail at dfranklin@cffound.org.

SAMPLE ACCEPTANCE FORM

Congratulations on your Central Florida Foundation Scholarship! In order for us to begin processing your scholarship, we need for you to complete the following **Scholarship Acceptance Form**. This form is due **no later than the date indicated on your Dashboard**.

Once we receive the completed and signed Scholarship Acceptance Form, you will be assigned an Activation Form. You will use the Activation Form to submit your tuition fee statement and class schedule. In some cases, a transcript may be requested.

If you have any questions about this form, please contact Daisy C. Franklin, MSW, Community Investment Manager at dfranklin@cffound.org or 407-872-3050 ext 113.

An incomplete, unsubmitted Scholarship Acceptance Form by the deadline stated above may result in a forfeited, cancelled scholarship.

Applicant Last Name*

Character Limit: 100

What is the name of the scholarship you were awarded?*

Choices

Alexander Lauder W. Adams Estate Fund
Alpha Eagle Aviation and Science Foundation Fund
Beatrice B. Ettinger Scholarship Fund
Brede-Wilkins Scholarship Fund
Earl K. Wood Fund
Eccleston-Callahan Memorial Fund
Edna S. Hargrett Fund
Foard Award
Paul & Sarah Goodman Scholarship Fund
Robert J. Schmidt and E. S. Douglas Scholarship Fund
Royce B. Walden and Bert E. Roper Fund for Migrant or At-Risk Youth
S. Frank and Tillie B. Poole Memorial Fund
Sally Abernethy Educational Fund

Contact and School Verification

Please update your contact information. This will allow us to have the most up to date information on file for you.

Mobile Phone Number*

Character Limit: 12

E-mail Address*

Character Limit: 254

Name of College or University you will attend*

Character Limit: 250

Major or Program of Study*

Character Limit: 250

Statement of Understanding

I understand the Central Florida Foundation (Foundation) will distribute my award(s) directly to the school where I will be enrolled.

*

Choices

I understand

I understand payment to my school will only be made to my school upon receipt of the following using an Activation Form at least 2 weeks prior to your school's payment deadline:

- Course schedule indicating the number of hours I am enrolled in.
- Tuition Fee Statement and/or invoice showing a balance due to the school
 - We cannot pay scholarships if you do not have a balance owed for tuition. Be sure to submit the documentation as soon as you enroll and before any other aid is credited to your student account.
- If you have received another scholarship from the Foundation and received payment for that scholarship, you must submit a transcript (unofficial).

*

Choices

I understand

I understand that my entire scholarship may be forfeited if I have not submitted an Activation Form prior to September 30 unless another date is mutually agreed upon between the student and the Foundation.

*

Choices

I understand

I understand that an Activation Form must be submitted the first time I utilize my scholarship, a Balance Form should I have a remaining balance on my scholarship or a Renewal Form for multi-year scholarships before payment is remitted to my school.

*

Choices

I understand

I understand that a deferral may be granted if I provide timely information to the Foundation and we mutually agree on a deferment of the award(s). A deferment can extend no further than 12 months from the date of the scholarship award.

*

Choices

I understand

I understand that if my contact information, such as mailing address, email address and/or phone number change, I must notify the Foundation. This information must be supplied on or before August 1 of the applicable academic year or one month before the semester's start date.

*

Choices

I understand

I understand that the Foundation may contact me via e-mail, phone call, text or standard mail. Therefore, I must check my e-mail and phone messages regularly and respond in a timely manner.

*

Choices

I understand

I understand the Foundation must communicate directly with me and not my parent and/or guardian due to FERPA laws. As such, I am fully responsible for communicating with the Foundation.

*

Choices

I understand

At a minimum, I must also maintain this contact until I have completed my post-secondary education (or graduate studies, if applicable) and have secured employment, post-graduation.

*

Choices

I understand

I understand that if I fail to abide by the terms of this Acceptance Form, the scholarship funds may be withdrawn or revoked by the Foundation.

*

Choices

I understand

Acceptance or Declination*

Select one option.

Choices

I hereby accept and agree to the terms of my Central Florida Foundation award as set forth above.

I decline & choose not to accept this scholarship award.

If declining the scholarship, please provide a reason.

The Central Florida Foundation would like to keep track of the reasons students decline to utilize its scholarship. Please provide us with the reason you have chosen not accept the scholarship.

Character Limit: 500

Student First Name*

Character Limit: 250

Student Last Name*

Character Limit: 250

Today's Date*

Character Limit: 10

SAMPLE ACTIVATION FORM

Applicant Last Name*

Character Limit: 100

Congratulations on your Central Florida Foundation scholarship! In order to process the scholarship payment to your school, you have to "activate" your scholarship. Below is a series of questions for you to answer to activate the scholarship.

You will be asked to upload the following required documents:

- your class schedule
- your tuition fee statement - showing a balance due
- your transcript (if this is not your first semester)

Note the following:

- your scholarship covers the cost of tuition
- only balances due are eligible for payment
- you will have to complete this form at the beginning of **each semester** if you have a multi-year scholarship or a remaining balance

If you have any questions, contact Daisy C Franklin, MSW, Community Investment Manager, at dfranklin@cffound.org or 407-872-3050.

Student and Scholarship Information

What is the name of the scholarship you were awarded?*

Choices

Alpha Eagle Aviation and Science Foundation Fund
Beatrice B. Ettinger Scholarship Fund
Brede-Wilkins Scholarship Fund
Earl K. Wood Fund
Eccleston-Callahan Memorial Fund
Edna S. Hargrett Fund
Foard Award
Paul & Sarah Goodman Scholarship Fund
Robert J. Schmidt and E. S. Douglas Scholarship Fund
Royce B. Walden and Bert E. Roper Fund for Migrant or At-Risk Youth
S. Frank and Tillie B. Poole Memorial Fund
Sally Abernethy Educational Fund

Your e-mail address*

Central Florida Foundation wants to be sure its files are up to date and we have the most up to date contact information.

Character Limit: 254

Your Mobile (Cell) Phone Number*

Central Florida Foundation wants to be sure its files are up to date and we have the most up to date contact information.

Character Limit: 12

Student ID #*

This information can be provided to you by your college or university. It is needed for us to be able ensure the scholarship check is processed properly by your school.

Character Limit: 20

School Contact Information

Name of College or University*

Character Limit: 250

Name of person to whom the scholarship check should be mailed*

This could be a financial aid officer, scholarship coordinator, business office staff, or other school personnel.

Do not put your own information here.

Character Limit: 250

Title of person to whom the scholarship check should be mailed.*

This could be a financial aid officer, scholarship coordinator, business office staff, or other school personnel.

Do not put your own information here.

Character Limit: 250

E-mail address of the person to whom the scholarship check should be mailed.*

This could be for a financial aid officer, scholarship coordinator, business office staff, or other school personnel.

Do not put your own information here.

Character Limit: 254

Telephone number for the person to whom the scholarship check should be mailed.*

Use the following format: 555-555-5555.

This could be a financial aid officer, scholarship coordinator, business office staff, or other school personnel.

Do not put your own information here.

Character Limit: 12

Address of person to whom the scholarship check should be mailed.*

This could be for a financial aid officer, scholarship coordinator, business office staff, or other school personnel.

Do not put your own information here.

Character Limit: 250

City*

Character Limit: 100

State*

Use the two-digit abbreviation (i.e. FL).

Character Limit: 2

Zip Code*

Use the five-digit zip code (i.e. 32803).

Character Limit: 5

Documentation

Upload a copy of your class schedule.*

File Size Limit: 5 MB

Upload a copy of your tuition fee statement or bill.

This must show a balance due. If it does not, please explain below.

Character Limit: 1000 | File Size Limit: 5 MB

Upload your transcript.

This can be an unofficial transcript which must be a .pdf of your classes to date, grades and gpa. You can usually find this on your student portal.

If this is your first time using your scholarship, skip this question.

File Size Limit: 5 MB

Student Authorization

By signing below, I give permission to the Central Florida Foundation to communicate with my post-secondary institution about matters pertaining to this scholarship, including enrollment status, tuition invoices, book invoices, and other items specific to this scholarship.

Student's First Name*

Character Limit: 250

Student's Last Name*

Character Limit: 250

Today's Date*

Character Limit: 10