



BEFORE YOU APPLY

Review the scholarship summary page for **EACH** scholarship you apply for to make sure you are submitting **ALL** required materials.

Prepare required supplemental materials that must be attached to your application prior to accessing the online application. This will make it easier for you to complete the online form in one sitting.

Request your references **EARLY**. Ask your reference to mail or email their letter directly to your guidance office to have on file. **Make sure you talk to your guidance department to confirm who will be uploading the references to your application for you.** If a teacher is writing your reference, ask that they save or print the letter on letterhead before submitting to your guidance office. All letters should include your name and the name and title of the individual writing the letter.

Complete the FAFSA and save the returned Student Aid Report. Each TFEC scholarship requires that you attach your FAFSA Student Aid Report (SAR) in its entirety. The report must include the Estimated Family Contribution (EFC). Be aware that the SAR is **not** the same as the Summary Report. Confirmation emails will not be accepted.

SIGNING IN TO YOUR ACCOUNT

Create an account and write down your login information. Applications require you to Save & Finish Later while you wait for your guidance office to submit additional materials. Keep your login information so you can return to the application you started and submit.

If you are returning to an application you started, [click here](#) to log in to your account.

Our online application portal makes it easy to submit applications for multiple scholarships by auto-filling information you've previously submitted. You can also track as references are uploaded and edit applications that have yet to be submitted.

Having trouble logging in? [Click here](#) for more assistance.

NAVIGATING THE ONLINE APPLICATION

Your online application must be filled out **COMPLETELY** or you will not be able to submit the application.



An orange star (like this one) next to a field indicates that the information is required. You will not be able to leave these questions blank and will be prompted to complete the question before moving on.

Complete all information as accurately as possible. Parent / Caregiver information should reflect your family as closely as possible. There is space to make notes if you feel you need to explain your situation further.

When completing Post-Secondary Information & Educational Financing, use the institution you are most likely to attend given your acceptance status and financing options.

Read the directions for attaching additional materials carefully. Notice the drop down menu with labels for the documents to upload. You will need to upload a document labeled each of the required materials before you are able to submit the application.

You may save your application at any time and sign back in to complete it. Click Save & Finish Later while you wait for your references to be submitted for you. You **MUST** return to your application after the references have been uploaded to Submit.

REMEMBER TO SUBMIT your application. After you have attached all the required materials, you have the option to:

Save & Finish Later

Review

When you click Review, you will be directed to a page with all of your application information in one place. After you have reviewed your application and double-checked that the correct answers are given, you must click Submit. TFEC will not receive your application if you stop at Review.

Submit

SUBMITTING ADDITIONAL MATERIALS USING THE RECOMMENDERS TAB

Most applications require additional materials like a transcript, Guidance Counselor Form and/or letters of reference. These materials will be submitted electronically.

Graduating High School Seniors:

Guidance Department submits **ALL** additional materials

Current College Students:

Each reference submits their letter electronically. Transcripts may be mailed or emailed as a certified PDF from the college or university.

Recommenders Tab:

Type the name and email address of the person in the guidance office who will upload your transcript, letters of reference, or other requirements. **DO NOT** send this email to each person you asked to write a letter of reference for you. *(The only exception is current college students who will send this email to each reference).*

Notify Selected Recommenders:

Complete the email message by copying and pasting the wording found in the application summary page into the space provided on your screen. You can use this message to remind your guidance office of which specific references you would like submitted.

Save & Finish Later:

After sending the request, you may work ahead or save & finish later while you wait for your references to be submitted for you. ***Return to your application after the references have been uploaded to Submit.***

Attachments Tab:

You will see the documents you uploaded **AND** additional attachments under Uploaded Files once your recommender has successfully submitted your requested materials. **ALL** required attachments must be uploaded before the application can successfully be submitted.

Please [click here](#) for visual step-by-step instructions, if needed.

I SUBMITTED MY APPLICATION – NOW WHAT?

You will receive an automated email indicating your application materials were successfully submitted. This email includes a copy of your application answers and uploaded attachments.

Within a few days of the application deadline, you will receive an additional confirmation email from a TFEC Team Member indicating that all the required application materials were received. If there are any questions about your answers or the materials submitted, you will be notified at that time.

Committees designated by TFEC and the scholarship donor choose scholarship recipients. Most scholarship recipients are notified of their award at their high school senior awards night.

You **MUST** confirm your acceptance of your award **IMMEDIATELY** after you receive it, using the Scholarship Acceptance Form included in your award packet. Your scholarship will not be processed until the acceptance form is returned to TFEC.

We ask that Scholarship Recipients thank their donors for the generosity of the scholarship. You may send these thank you notes to TFEC and we will send them out on your behalf. Helpful hints for writing these thank you notes are included in your award packet.