



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 recommenders to save or print their letter of reference on letterhead and sign whenever possible. All letters should include your name and the name and title of the individual writing the letter of reference. Ask that your recommender email their letter to scholarshipapplications@tfec.org and include your name and the application you are applying for in the body of the message.

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. You may Save & Finish Later any time during the application process. 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 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. Use the **Title** drop down menu to label each document you upload. The computer will not allow you to successfully submit your application without one document labeled as each of the required materials.

You may save your application at any time. Click Save & Finish Later if needed. You **MUST** return to your application before the deadline 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

Attachments Tab:

You will see **ONLY** the documents you uploaded appear under Uploaded Files. Additional application requirements that are emailed to scholarshipapplications@tfec.org will not appear under Uploaded Files nor will they prevent you from successfully clicking **Submit**. Instead, A Scholarship Team member will pair your materials after the deadline passes and email you to confirm completion.

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

SUBMITTING ADDITIONAL MATERIALS: TRANSCRIPTS AND LETTERS OF REFERENCE

Most applications require additional materials like a transcript, School Counselor Form and/or letters of reference. These materials are to be emailed to scholarshipapplications@tfec.org to complete your application.

Graduating High School Seniors:

Transcript and School Counselor Form are emailed to scholarshipapplications@tfec.org by your school counselor or other counseling center staff. Materials will not be accepted if emailed from a student.

Letters of reference can also be emailed to scholarshipapplications@tfec.org by your school counselor or by the individuals writing the letters.

Current College Students:

Transcripts may be mailed or emailed as a certified PDF from the college or university. If emailed, transcript download requests should be sent to scholarshipapplications@tfec.org.

Letters of reference must be emailed to scholarshipapplications@tfec.org by the individuals writing the letters.

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 including any materials that were emailed to scholarshipapplications@tfec.org. 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 in May. Current college students will have their award materials mailed to their home. Individuals not selected for a scholarship will be notified via email.

IF SELECTED –

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.