INSTRUCTIONS FOR TFEC ONLINE APPLICATION PROCESS

2022 Scholarship Applications
Begin by visiting www.tifc.org to familiarize yourself with the many scholarship opportunities available through TFEC.

Search for a scholarship by name in the top right corner or Click **find a scholarship** on our navigation page to find opportunities relevant to you.
Click on **Current High School Seniors** to search by county and School District for scholarship opportunities you may be eligible for based on where you live.
Scroll through the **Upcoming Scholarship results** to identify specific opportunities you may be eligible for based on the additional eligibility criteria. Additional criteria may include high school activities and/or planned college major or career goals. Click the fund name to expand the information.
After finding a scholarship you are interested in applying for, click on the link to review the eligibility criteria in detail to ensure you qualify.

The link to the online application, instructions for submitting letters of reference, and detailed information about additional materials to attach to your application are included on this summary page.

STEP 2 : CLICK THE LINK TO REVIEW THE SUMMARY PAGE
After reviewing the Eligibility Criteria and How to Apply, click on the link to access the online application. Links are activated each year by January 1.

Be sure to read the How to Apply section carefully. It includes information on materials that must be attached to your application and how to submit your additional materials via email. Many of the summaries are two pages. Be sure to read through all the information!

**STEP 3 : CLICK THE LINK TO APPLY**

Note: Prepare your attachments before starting the application to speed up the upload process.
The first time you apply through TFEC's application portal, create an account by clicking "New Applicant?"

If you submit multiple applications, sign in with the log in information you created on your first application.

If you are re-applying for a scholarship this year, sign in with the log in information you created last year. If you forget your password, click “Forgot Password?”

Keep Login Information Handy:
If you don't finish an application at once, you have the option to Save & Finish Later. Sign in to return to applications you have started and want to submit.
Applicants are asked a series of questions pertaining to their eligibility for each specific scholarship.
STEP 6 : APPLICANT INFORMATION

This page captures personal information about you, such as your name, address, phone number, e-mail address, birthdate, and more.
This page captures information about your parents or guardians, siblings, and more. Parent / Caregiver information should reflect your family as closely as possible.
This page captures information about the High School you are attending or attended.
This page captures information about the college or university you will attend in the fall. Use the institution you are most likely to attend given your acceptance status and financing options.

Cost of attendance and loan information should reflect one full academic year (Fall AND Spring semesters)
This page provides details on how and what must be attached to your online application. You will upload the attachments from this page.

At the top of this page are reminders of how many letters of reference are required and what materials need to be emailed to scholarshipapplications@tfec.org by your counseling office.
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.
Find the document you wish to upload from your computer and click Open.
As you upload the required materials, they will appear at the top of the page.

You will not be able to successfully submit an application without all the required materials attached.
On this page you are able to review your application, correct any errors, and submit the completed application to TFEC.

You MUST click Submit in order to submit the application. The button is located at both the bottom and top of the page.
Thank you! Your scholarship request has been saved. You should receive an e-mail confirmation shortly.

Applications

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Project Title</th>
<th>Requested</th>
<th>ID</th>
<th>Last Updated</th>
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<td>ACES Foundation Fund Scholarship Application</td>
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<tr>
<td>Example TFEC Application</td>
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<td>68549</td>
<td>9/28/2018</td>
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<td>George M. and Mary Jane Leader Fund</td>
<td></td>
<td></td>
<td>68531</td>
<td>9/5/2018</td>
</tr>
</tbody>
</table>

If you are not ready to submit right away, Click Save & Finish Later any time during the application process.

You can sign in to finish your application using the link below:

https://www.grantrequest.com/SID_1351
You can also sign in to finish your application using the Returning Applicants button on the Student Resources main page.

Remember, you MUST submit the finished application prior to the deadline!
Fields marked with an orange diamond are required before final submission.

To complete the full application: Letters of reference, transcripts, and school counselor forms must be emailed to scholarshipapplications@tfec.org by your counseling office. After the deadline passes, you will receive an email confirming all materials were received.
NEED HELP?

You are encouraged to review the Application Hints for guidance or contact our Scholarship Team for assistance by clicking “Contact Us.”
SCHOLARSHIP TEAM

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