

QUESTION & ANSWER-CHIPOLA FOUNDATION SCHOLARSHIP APPLICATION PROCESS

1. IS THE CHIPOLA FOUNDATION DIFFERENT FROM THE CHIPOLA FINANCIAL AID OFFICE?

- Yes, the Chipola Foundation offers different scholarship funding than the Financial Aid Office. Furthermore, students can receive funds from both the Chipola Foundation and Financial Aid Office depending on a student's financial aid package.

2. CAN I APPLY FOR FOUNDATION SCHOLARSHIPS BEFORE I SUBMIT MY CHIPOLA COLLEGE ADMISSION APPLICATION?

- No, you must first submit your Chipola College Admission application to the Admissions Office and receive your Chipola ID number and Chipola email address to apply for scholarships. *To apply for admission please visit <https://www.chipola.edu/admissions/>*

3. IF I DO NOT HAVE A PERSONAL COMPUTER, CAN I STILL ACCESS THE APPLICATION WEBSITE AND SUBMIT A SCHOLARSHIP APPLICATION?

- Yes, if you do not have a computer, you can visit the Chipola library to use one of their computers, visit the Foundation Office to use the computer in our student workstation, or you can fill out and submit the application from your cell phone. If you would like to use the computer in the student workstation at the Foundation Office, please call us at (850) 718-2404 to schedule an appointment. If you schedule an appointment, please be on time to allow yourself adequate time to complete the application.

4. I FILLED OUT THE GENERAL SCHOLARSHIP APPLICATION, BUT IT WON'T ALLOW ME TO SUBMIT IT. WHAT DO I NEED TO DO?

- If the system gives you an error message when you try to submit your General Scholarship Application, it will outline in red which question you skipped or entered your answer incorrectly. Additionally, many questions have help text written underneath them which will help you answer the questions correctly.

5. DO I HAVE TO COMPLETE THE GENERAL SCHOLARSHIP APPLICATION ALL AT ONCE?

- No, you can save your application and submit it later if you need to. Remember to submit it before the application deadline to allow time to apply for additional scholarships you may be recommended based upon your submitted General Scholarship Application.

6. CAN I UPDATE MY GENERAL SCHOLARSHIP APPLICATION AFTER I HAVE SUBMITTED IT?

- Yes, you can update your General Scholarship Application until the deadline. To update your application, sign in to the system and click the update button under the General Application box that will be on your screen.

7. HOW WILL I KNOW IF MY GENERAL SCHOLARSHIP APPLICATION WAS SUBMITTED SUCCESSFULLY?

- If your General Scholarship Application has been successfully submitted, you will see a green banner at the top of the page stating it has been successfully submitted. You will also receive an email confirmation to your Chipola email address confirming the submission of your General Application along with other instructions.

8. IF I HAVE BEEN RECOMMENDED AN ADDITIONAL SCHOLARSHIP APPLICATION AFTER SUBMITTING THE GENERAL APPLICATION AND HAVE SUBMITTED IT, CAN I UPDATE IT?

- Yes, you can update your recommended scholarship applications until the deadline. To update your application, you would sign in to the system and click the update button under the specific recommended scholarship you applied for.

9. HOW WILL I KNOW IF MY REFERENCES HAVE SUBMITTED LETTERS OF RECOMMENDATION FOR ME?

- Once a reference submits a letter of recommendation for you, you will receive an email notification to your Chipola email inbox confirming the letter has been submitted. You may also sign in to the Chipola Academic Works website and click the References tab. If a reference has submitted the letter of recommendation, the word submitted will appear under the status heading for that reference.

10. WHAT CAN I DO IF MY REFERENCES HAVE NOT SUBMITTED LETTERS OF RECOMMENDATION FOR ME?

- If your references have not submitted letters of recommendation for you, you can resend the reference request email or change your references before the application deadline.

To resend your reference request, sign in to the Chipola Academic Works website and click the References tab at the top of the page. You will then see a Resend Request button beside the name of your reference if they have not submitted the letter of recommendation. You may click the button to resend the reference request.

To change your references, you will need to update your General Scholarship Application before the application deadline. To update your application, sign in to the system and click the update button under the General Application box that will be on your screen. Once your General Application appears on your screen, you may click the add new reference button under the reference questions and may type the name and email address of your new reference. The new reference will then be sent an email notification with a weblink to provide the letter of recommendation.

11. HOW WILL I KNOW IF I HAVE BEEN CHOSEN TO RECEIVE A FOUNDATION SCHOLARSHIP?

- If you have been chosen to receive a Foundation scholarship award, you will receive an official scholarship award offer email to your Chipola email address. Please see the question below for information on how to accept the award.

12. IF I RECEIVE A SCHOLARSHIP OFFER, WHAT DO I NEED TO DO TO RECEIVE THE SCHOLARSHIP?

- To receive the scholarship award you have been offered, you must click the weblink in the scholarship offer email you received in your Chipola email inbox and must then read and agree to the terms of your scholarship offer. *If you do not accept the award by the acceptance deadline mentioned in the offer email, the Foundation will consider the scholarship declined and you will not receive the scholarship funds.* After accepting the scholarship, you will be asked to complete an online post-acceptance form where you will write a thank you letter to the donor of your scholarship. Once you have accepted the scholarship offer and completed the post-acceptance form, your funds will be made available to the Chipola Business Office for the purpose of paying toward your tuition and/or books.

If you have a question that is not on this list, Foundation staff will be happy to help you. Please email foundation@chipola.edu or call (850) 718-2404 and provide us as much information as you can regarding your problem so we can assist you.