



SCHOLARSHIP RECIPIENT FAQ

How to turn your award letter into \$ for school in 3 steps:

LOGIN TO YOUR SCHOLARSHIP ACCOUNT

STEP 1: SUBMIT YOUR FORMS ONLINE

[Login](#) to your scholarship account, there are Follow-Up forms assigned to you:

School Information & Student ID Form: enter your college info and College Student ID. Click [submit](#).

Tuition Bill Upload Form: (FYI: this form will not unlock until you've submitted your first form & it is processed by CF staff. Please allow up to 5 days for us to process). Payment is not sent until you upload your tuition bill to this form and click submit. (Staff will not be notified that you have uploaded unless you click "Submit.")

TIP! Make sure your account has the most up-to-date email address - if you used your high school email address, it will expire.

STEP 2: CF STAFF PROCESSES YOUR SCHOLARSHIP PAYMENT(S)

Staff will send your scholarship check(s) directly to your college/university. Checks are typically sent on Thursdays of each week.

STEP 3: FOLLOW UP ON YOUR SCHOLARSHIP PAYMENT(S)

Check the status of your scholarship payment by logging back into your account. When your scholarship payment(s) has been mailed, staff makes note of the amount and the date the check was mailed.

Keep an eye on your **Student Account at your school**. Your Scholarship payment should be reflected in your account at your school within 2-3 weeks after your check has been mailed to your school.

*If your scholarship is paid over multiple semesters, you will need to submit your Tuition Bill form for **each semester**.

IMPORTANT:

If you are receiving Excelsior Scholarships or any other scholarship(s) that cover tuition make a note on your follow up form. CF Scholarships can be applied to "fees, books, supplies, and/or equipment required for courses of instruction." (CF Scholarships **cannot** pay for Room/Board.)

Please Note: Community Foundation is NOT responsible for late fees. Submit your bill promptly to avoid fees or delays in class registration.

**COMMUNITY
FOUNDATION**
OF ELMIRA-CORNING AND THE FINGER LAKES, INC.

Contact: Katie Strickler
(cmm@communityfund.org) with any questions

SCHOLARSHIP CANCELATION POLICY

- **Recipients are responsible for submitting required information in order to utilize scholarship funds.** Recipients who do not submit required information to receive scholarships by payment schedule made at the time of their award are required to remain in regular contact with Community Foundation staff. Students may request alternate payment schedule and requests must be made to Community Foundation in writing, not all requests can be honored based on the type of scholarship award.
- **If a student fails to remain in contact with Community Foundation Staff, scholarship money is subject to cancellation** below. Staff will email a student two times per year and send one letter home notifying student of overdue payments. Scholarship money is held in the student's name based on the timeline below:
 - Held up to 2 years of the awarding year for a one-time payment award.
 - Held up to 3 years after the last payment made from a multi-semester award.

If a recipient fails to communicate and adhere to policy agreements above, scholarship money will be returned to the Scholarship Fund.

It is imperative that students:

- Ensure their scholarship account has updated email and mailing address.
- Add administrator@grantinterface.com to their address book.
- Respond promptly to emails and letters from the Community Foundation or remain in contact on an annual basis.



Contact: Katie Strickler (cmm@communityfund.org)