

DEADLINE FOR ALL COMPLETED FORM TO BE RECEIVED BY SPF: MARCH 31

SPF SCHOLARSHIP APPLICATION INSTRUCTIONS & CHECKLIST

APPLICATIONS MUST BE COMPLETED AND RECEIVED BY THE DEADLINE TO BE CONSIDERED FOR A SCHOLARSHIP. If you leave any section blank you will not be considered for a scholarship.

1. Carefully complete the scholarship application completely. It is VERY important that all elements of the application are completed and turned in (mailed) together. Neatness counts too, so please type or **print** legibly. We strongly suggest you make a "rough draft" copy first, to work out all the corrections you need to make.
2. Be sure to, check grammar and spelling.
3. Fill in all blanks on the application, if a question does not apply to you, simply write N/A. If you attach additional sheets of information, be sure to write your name on each sheet. Sign forms where applicable.
4. Recommendations should be given to teachers, supervisors or employers to complete. Recommendations from family or friends will not be accepted. Be sure to give your recommendation forms to your references in plenty of time. Follow-up with them to ensure that forms are mailed to SPF ahead of ***March 31 deadline***. We strongly encourage you to make a copy of your completed application and attachments before mailing them to the SPF office.
5. Upon receipt of your application you will receive a letter telling you if your application packet is complete. You will only receive one notice if you are missing required items.
6. After the submission deadline, applications will be screened for eligibility. Those applicants eligible for a Single Parent Scholarship will be invited to a personal interview. You will receive a notice telling you the days and times interviews will be conducted. You must call to schedule your interview when you receive this notice.
7. After the interviews, applicants will receive a written notice advising them whether they have been awarded a scholarship. If you receive a scholarship, your notification letter will specify the date scholarship money will be distributed and the amount awarded. A copy will be sent to your selected institution along with the Letter of Instruction, Disposition of Scholarship Donation Form. Prior to distribution of funds, class enrollment will be verified with the school by SPF. Each semester the recipient must submit to SPF access to grades online or a official transcript from the institution which includes grades earned.
8. You must sign and date ***Memorandum of Understanding*** form.
9. You must sign and date ***Release of Confidential Information*** form.
10. Please review "**Loss of Scholarship Funds**" information.