

How to Request a Grant from Your Early Award Scholarship Fund

Before you graduated from high school, your parent/guardian spoke for you in education matters. Now that you are graduating, you will speak for yourself. The Community Foundation and the post-secondary school you attend do not have permission to speak to anyone but you regarding your education. For this reason, these instructions are addressed to you.

The scholarships and savings matches you earned from 4th-8th grade remain in your Early Award Scholarship Fund until age 26. You earned these scholarships, and they cannot be transferred for the benefit of anyone else.

When you apply, are accepted, and enroll in a qualifying post-secondary school, you may request a grant from your Early Award Scholarship Fund to be paid directly to the school you plan to attend.

You can request a grant either online (preferred) or by submitting a paper form (see reverse) to the Community Foundation at 220 E Main St, North Manchester, IN 46962. Phone: 260-982-4824. Paper forms are available at cfwabash.org.

Instructions for submitting your request online

1. Log in at <https://cfwc.fcsuite.com/erp/fundmanager>. (If you do not have a login, contact the Community Foundation.)
2. On the *Home* tab you will see the balance available in your Early Award Scholarship Fund.
3. On the *Grant Recommendations* tab, type the name and address of the post-secondary school or certificate program you are registered to attend in the section *Enter Grantee information manually* and then click *Submit*.
4. On the next screen, type the amount of money in your Fund in the box next to *Amount*. (Please request the full amount.)
5. Next to *Attachment*, click the *Choose Files* button to attach the official tuition bill (*not* an estimate) from the school you are registered to attend. (A phone picture is acceptable.)
6. In the *Special Instructions* box, type a sentence or two about how your Early Award Scholarship has helped you prepare for training and education beyond high school. (Since you are one of the first students ever to claim an Early Award Scholarship, your brief testimonial helps the Community Foundation to continue to offer this program!)
7. Click *Review* and confirm that all information is correct. If so, click *Submit Request*.

Frequently Asked Questions

1. May I submit an estimate instead of an official bill? No. Official bills only, please. Be sure the bill shows all charges (tuition, room, board, fees) and all credits (all financial aid, scholarships, loans). Your bill might not arrive until fall.

2. How long does it take for my invoice to be paid? If there are no issues with your request, the Community Foundation will mail a check to the school where you are enrolled approximately 10 business days after you submit your request.

3. How will I know when my request has been granted? The status of the request in the *Grant History* tab will change from *Pending* to *Complete* after the Community Foundation has mailed the check to your school.

4. What if I withdraw from classes after the Community Foundation has paid my school? The school may issue a refund to the Community Foundation. Contact the Community Foundation for assistance.

5. What happens to my Early Award Scholarship money if I do not request a grant by age 26? Upon turning 26, the unused money in your Fund will be forfeited to the Community Foundation.

6. What does “qualifying post-secondary school” mean? Early Award Scholarship money can only be granted to institutions that accept federal student aid. A list of these qualifying schools is available at CollegeScorecard.ed.gov.

7. What educational expenses can my Early Award Scholarship pay for? Your scholarship can be used for tuition and fees. If your tuition and fees have already been paid, submit your tuition bill anyway as explained above and contact the Community Foundation to also submit a purchase receipt for required books, supplies, and equipment.

8. What educational expenses can my CollegeChoice 529 account pay for? A list of qualified expenses can be found at this link: CollegeChoiceDirect.com/home/frequently-asked-questions.html#whatqualifies.

9. How do I pay educational expenses out of my CollegeChoice Direct 529 account? Call CollegeChoice at 1-866-485-9415 Monday – Friday 8 a.m. – 8 p.m.



Community
Foundation of
Wabash County

We're here for giving. We're here for good.

Grant Request: Early Award Scholarship Fund

Student Information

First Name: _____ Middle Name: _____

Last Name: _____

Phone Number: _____ Email (not your school email): _____

Graduation Year: _____ High School: _____

Qualifying Post-Secondary School Where the Student Is Enrolled

Name of qualifying post-secondary school: _____

Address: _____

Phone Number: _____

Amount in Early Award Scholarship Fund: \$ _____ (Note: Contact the Community Foundation to find out the current balance of your Early Award Scholarship Fund. Please request the full amount here.)

Student Signature: _____ Date: _____

Attach a copy of the official tuition bill (*not* an estimate) from the school where you are enrolled. (A phone picture is acceptable.)
Mail or deliver to the address below. The Community Foundation will contact you about the status of your request.

For office use only: Enter this application as a grant request.