

2016-17 Alworth Scholarship Calendar of Correspondence

IMPORTANT DEADLINES

This Calendar and other forms may be found on our website under “Current Students” tab.

All correspondence is to be emailed to: alworth@alworthscholarship.org

— **August: Fall Semester Scholarship Check** – The fall checks are mailed on August 1. **IMMEDIATELY** upon receipt of your check, you must send an email to acknowledge that you received it.

— **December/January: Unofficial Transcript Required** – As soon as your fall semester grades have been posted, email this document to our office. After recording your grades, your spring semester check will be mailed.

— **January: Spring Semester Scholarship Check** – **IMMEDIATELY** upon receipt of your check, you must send an email to acknowledge that you received it. *If you intend to request renewal for the 2017-2018 academic year, you may also include your renewal request with your check acknowledgement.*

— **March 15: Request Renewal Deadline** – ***If you miss this deadline you forfeit your scholarship.***

Email your renewal request for the **2017-18 academic year** and include the following:

- A short summary of your impressions and current progress
- Plans for the **2017-18** academic year
- Verification of your major field of study
- Any changes in college/university and/or contact information

— **April: Scholarship Acceptance Form** – The Board of Directors review all renewal requests. Those approved, will receive an **email** from our office by no later than April 30. Attached will be the **Scholarship Acceptance Form** for you to complete and email by the **June 1** deadline.

— **June 1: Scholarship Acceptance Form Deadline** – ***If you miss the deadline you forfeit your scholarship!***

— **July 15: Official Transcript Due** – As soon as your spring semester grades have been posted request that your academic institution send an **Official Transcript** to our office. Transcripts may be emailed, faxed, or sent by EScript, Parchment or other official means, but it must be an **official transcript**. **Transcripts received by July 15** ensures that your fall semester scholarship is among those mailed on August 1.

You are responsible for:

- Meeting the above deadlines – **no reminders will be sent!**
- Notifying our office immediately of any changes to your major field of study, academic institution and contact information (email, mailing address, & phone number).

Contact our office should you have any questions regarding these deadlines or issues meeting them.

Questions or Problems – Do not hesitate to contact our office should you have questions or problems during the school year such as: eligibility, change in major field of study, health related issues, study abroad, co-op, internship, funding for summer school, or the one-year deferral opportunity described below.

- **Deferral of Scholarship** – Students are allowed to defer the use of their scholarship one-time for up to one year for any of the following: health/family related issues, religious missions, community service, career exploration and/or other reasons as may be approved by the Executive Director.

We communicate with our scholarship recipients exclusively by email. Be sure that the email address that you provide is one that you check frequently. If your primary email is a college address, we will require an additional email that you check frequently to ensure you receive our correspondence. In the event of a technological glitch, it is recommended that you save copies of all communication with our office verifying the date and content.

THANK YOU!