

# 2017-2018 Calendar of Correspondence

## **IMPORTANT DEADLINES**

*This Calendar and other forms may be found on our website under the Current Students tab*

*All correspondence is to be emailed to: [alworth@alworthscholarship.org](mailto: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. Upon receipt of your fall grades, we will send you your spring check.

\_\_\_ **January 2018: 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 2018-2019 academic year, you may also include your renewal request with your check acknowledgement.*

\_\_\_ **March 1st: Request Renewal Deadline** – *If you miss this deadline you forfeit your scholarship.*

Email your renewal request for the **2018-19 academic year** and include the following:

- A short summary of your impressions and current progress
- Plans for the **2018-19** academic year
- Verification of your major field of study
- Any changes in college/university and/or contact information

\_\_\_ **April 15: Scholarship Acceptance Form** – The Board of Directors review all renewal requests. Those approved, will receive an **email** from our office by April 15. Attached will be the **Scholarship Acceptance Form** that you are to complete and email to our office by no later than **May 15**.

**May 15: Scholarship Acceptance Form Deadline** – *If you miss this deadline you forfeit your scholarship!*

\_\_\_ **July 15: Official Transcript Required** – 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, but it must be an **official** one. **Transcripts must be received in our office by no later than July 15** to ensure that your fall semester scholarship is among those mailed on August 1.

### **You are responsible:**

- 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 Concerns** – Do not hesitate to contact our office should you have questions or concerns during the school year with respect to the following: eligibility, change in major field of study, health related issues, study abroad, co-op, internship, one-year deferral opportunity, or funding for summer school.

**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 of your communication.

## THANK YOU!