

2018-2019 Alworth Scholarship 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

- ❑ **August 2018: 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 2018/19: Unofficial Transcript Required** – As soon as your fall semester grades have been posted, email this document to our office. Upon receipt of your grades, we will send you the spring check.
- ❑ **January 2019: 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 2019-2020 academic year, you may also include your renewal request (see below) with your check acknowledgement.*
- ❑ **March 1, 2019: Request Renewal Deadline** – *If you miss this deadline you forfeit your scholarship.*
Email your renewal request for the **2019-2020 academic year** and include the following:
 - A short summary of your impressions and current progress
 - Plans for the **2019-2020** academic year
 - Verification of your major field of study
 - Any changes in college/university and/or contact information
- ❑ **April 15, 2019: 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** to complete and email to our office by no later than **May 1**.
- ❑ **May 1, 2019: Scholarship Acceptance Form Due** – *If you miss this deadline you forfeit your scholarship!*
- ❑ **July 15 2019: Official Transcript Deadline** – 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 received by July 15**, ensures that your fall semester scholarship check is among those mailed on August 1.

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

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).

Questions or Concerns –During the school year, please get in touch with our office with respect to any of the following: eligibility, GPA, 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!