



## Applying for Heritage Fund scholarships?

### PLEASE READ BEFORE PROCEEDING WITH APPLICATIONS

Heritage Fund offers over 85 scholarships thanks to the generosity of our donors. Because of fluctuating market conditions, not every scholarship may be available annually. Criteria and requested materials for each scholarship vary. Applicants should read criteria and requirements carefully under the Scholarship Listing available [heritagefundbc.org](http://heritagefundbc.org). A typical award amount range is also provided on the listing.

#### **PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE BEGINNING AN APPLICATION(S):**

##### **How to apply**

Unless otherwise noted, fully completed applications must be submitted by **4 p.m. on Friday, January 10, 2020. NOTE: ALL required components of the application, including those from third parties (received transcript, received guidance information request, received completed letters of recommendation) must also be submitted by this deadline for an application to be considered complete and eligible.**

The majority of Heritage Fund scholarships are applied for using the Combined Application. Through two selection sections (one general, one requiring additional materials), applicants will select YES/NO for each scholarship. Several of our scholarships utilize their own application form, also available on our application website. All application forms are completed in a similar fashion.

**Students, it is your responsibility to verify that all required materials (transcript and requested information (i.e. guidance info and letters of recommendation, etc.) have been received on your behalf by the deadline.** The progress of your requests are visible to you on your application dashboard. If you have any question regarding whether all materials have been submitted, please contact me prior to the deadline to verify.

The link to our application website can be found under Apply Online on dropdown menu under Scholarships heading on our website, [heritagefundbc.org](http://heritagefundbc.org).

##### **Other important application notes**

- **LETTERS OF RECOMMENDATION/INFORMATION REQUESTS –**  
Most scholarships will require one letter of recommendation. Depending on which scholarships applicants enter YES for on the Combined Application, additional outside materials may be required (i.e. an additional recommendation from a specific individual, electronic signature of verification of participation, etc.). These items are handled through the Request section of the application. Once you click on the Request section, you will see links on the left side for each item you must be requesting of someone. Click on each. You will enter the name and email addresses **of the persons** (NOT YOU) **from whom you are seeking the information** and an email with a link into your application will be generated for them to complete the request.
- **GUIDANCE INFORMATION REQUESTS –** This is a request **YOU** must submit to your school guidance counselor. He/she will verify academic information for your application. You will submit

through the Request section of the application. You will enter the name and email address of your counselor, and like the letters of recommendation, an email with a link into your application will be generated for he or she to complete the request.

- Because the Combined Application is utilized not only by high school seniors but also current undergrads/returning students, not all information requested of Guidance may be applicable at the college level. Please advise your adviser to enter N/A or 0 for any fields that do not apply.

**AGAIN, PLEASE NOTE: IT IS YOUR RESPONSIBILITY TO MONITOR THE PROGRESS OF YOUR REQUESTS.**

**It is recommended you let the people from whom you are requesting these items know so they can be aware the emailed requests will be arriving. Please ensure you are entering the correct email address. The system will not alert to failed deliveries for invalid addresses. Also, in some cases, the emails may be delivered to Spam folders. Make sure individuals are aware these requested items **MUST BE COMPLETED BY THEM** by the deadline for your application to be eligible. If these materials are not completed and received on your behalf, even if you have made the requests prior to the deadline, your application will not be considered complete. If a person declines your request, or you need to generate another request, you may do so by clicking on the item in your Request section and filling in the appropriate information again or clicking Resend. You may be prompted whether you want to resubmit the request. You will click Yes.**

It is recommended you make these requests early in the application process. REMEMBER, all application materials, including **completed** letters of recommendation/guidance information requests (verification of GPA, class rank, etc.), **must be completed by the appropriate individuals and received** by the deadline for a submitted application to be considered complete.

- **ESSAYS** – In completing their application, applicants must certify all work is their own. The Combined Application requires one essay. However, if a specific scholarship requires an additional essay, its box will appear under where applicant has entered YES in the Scholarship Selection Section.
- **TRANSCRIPTS** – You must submit your request for a transcript via the online Parchment delivery service. Or, if your school does not utilize Parchment, you must make arrangements with your counselor or adviser to email a copy of your transcript to Amy Laker ([alaker@heritagefundbc.org](mailto:alaker@heritagefundbc.org)). In the Transcript section of your application, you will check the Confirm circle to verify you have requested your transcript be sent. Please do not check the box **UNTIL YOUR REQUEST IS SUBMITTED**. **If a transcript is not received by the deadline, a submitted application will not be considered complete.** You need only request once for all applications you are submitting (but still click Confirm on each). **If you applied for the Lilly scholarship, you do not need to request a new transcript.**
- **FINANCIAL INFORMATION** – You and your parents/guardians will be required to enter some basic financial data, based on most recent tax information, in the financial section of the application, including an Estimated Family Contribution (EFC) figure, which you must have calculated either via collegeboard.org or that is included on a completed FAFSA summary page (website links provided in financial section instructions). You must also upload to your application or submit separately a screenshot of your EFC calculation page for verification purposes. NOTE: Your application will be ineligible if you fail to complete your EFC calculation **and** submit a copy of your calculation verification (either through collegeboard.org or FAFSA summary page) For specific questions on completing the calculations on these outside websites, please look for their individual HELP sections.

- **ANNOUNCEMENTS** – Students will be notified of scholarship awards by mid-April. Students not selected will also receive notification.

Please feel free to contact me with any questions.

Thank you,

Amy Laker  
Scholarship Manager  
[alaker@heritagefundbc.org](mailto:alaker@heritagefundbc.org)  
812-376-7772