



2019 Scholarship Application Process – FAQs

1. **How do I apply?** Applications are available to complete online at the Foundation website www.nwfcufoundation.org or by clicking on the following link www.foundationscholarship.nwfcu.org.
Note: Applications must be completed using Google Chrome as your web browser. You must successfully register a username and then select the application type(s).
2. **What do I do if I can't remember my username?** Please reference the registration email you received when you first registered.
3. **What if I can't remember my password and I'm locked out (too many failed attempts)?** Retrieve your username from the registration email you received when you first registered. This email contains both your username and email. Then click on the FORGOT PASSWORD button so that a new password can be sent via email.
4. **Who is eligible to apply?** Anyone currently enrolled or will be enrolled in a full-time associate, undergraduate or graduate degree program for the 2019/2020 academic year.
5. **Who is not eligible to apply for the NWFCU Foundation Scholarship?**
 - a. Volunteer officials (*directors, associate directors and committee members*) of the Board of Directors of NWFCU and its subsidiaries and affiliates
 - b. Vice-Presidents and above of NWFCU and its subsidiaries and affiliates
 - c. Employees of NWFCU Foundation
 - d. Immediate family members of all of the above
 - e. All previous NWFCU Foundation scholarship recipients
6. **When can scholarship applications be submitted?** Applications can be submitted from November 26, 2018 through March 29, 2019 at Noon (12:00 PM) EST.
7. **What factors are considered in selecting candidates?** Applicants must exemplify qualities of leadership, dedication and commitment in school, at home and in the community. In order to submit a completed application, all questions must be fully answered and the consent tab signed.
8. **What documentation must I supply in order to submit a completed Application?** None. All final round applicants will be required to provide supplemental documentation, which would include unofficial/official transcript, college admission letter, and for Need-based applicants your Student Aid Report (SAR).
9. **Is an official transcript required?** No. We will accept an unofficial transcript.
10. **What information does a Student Aid Report (SAR) contain and where can I find my Expected Family Contribution (EFC)?** If your FAFSA application is complete, an Expected Family Contribution (EFC) will display in the upper-right hand corner of your Student Aid Report (SAR).
11. **How do I upload a file?** This is a two-step process. First, click on the cloud icon located at the bottom of the screen to upload. Second, click on the upload file(s) button in the application; then go to the upload directory; and finally, click on the file to upload.
12. **How do I convert my application to a PDF?** Please save your work before clicking on the MAKE PDF button. Once the file has been downloaded to your workstation DO NOT

OPEN it or you will lose your work. After it has been successfully downloaded then save it accordingly.

13. **When will the scholarship recipients be selected?** Notification to scholarship recipients will be made by June 7, 2019 using the contact information entered on the application. All final round applicants will be required to provide supplemental documentation, which would include unofficial/official transcript, college admission letter, and for Need-based applicants your Student Aid Report (SAR).
14. **When will the awards be presented?** Recipients of a NWFCU Scholarship will be recognized at an awards luncheon held in Northern Virginia on June 19, 2019. All award recipients are highly encouraged to attend.
15. **How will scholarship money be disbursed?** Scholarship awards will be sent to the recipient's institution of higher learning before the start of the 2019/2020 academic year. Funds may be used for tuition, room or board, books and other applicable fees.
16. **If applicants do not win this year, are they eligible to reapply next year?** Yes, as long as they meet the 2020 eligibility requirements.
17. **How do members find out about scholarship criteria?** Applicants should check the [Foundation website](#) and then click on the "Scholarship" menu item. In the quick links box please click on the hyperlink to review the Scholarship Criteria for more information.
18. **Can someone apply if they have been a past scholarship award recipient?** No.
19. **Who do I contact for more information?** Any Foundation staff member will be happy to answer questions. Call 703-925-5043 or email scholarship@nwfcu.org.
20. **Where is the CIRA Application?** All applications are submitted for the NWFCU Foundation Scholarship through the NWFCU Foundation Website. Applicants who are applying through an agency sponsor indicate that designation when they register to complete their application, by clicking on the CIRA box and entering the required SFN. (The SFN is the sponsor's employee number.)
21. **If an applicant reapplies in 2020, can they download their 2019 application to use as a reference?** Yes, when the 2020 applications open.
22. **How do I submit my application once it's completed?** We suggest reviewing your application before clicking on the "Finish" tab to ensure that you have signed the consent tabs and that all sections are answered. Please note, once you submit your application, you cannot return to the application.
23. **Can I donate to the Foundation?** Yes, please go to the [Foundation website](#).