

## 2021 Scholarship Application Process – FAQs



- How do I apply?** Applications are available to complete online at the Foundation website, [www.nwfcufoundation.org](http://www.nwfcufoundation.org) or by using the following link: [www.nwfcusubmittable.com](http://www.nwfcusubmittable.com).  
**Note:** An updated web browser is recommended when completing the application. You must successfully create a Submittable account in order to apply for a scholarship.
- What should I do if I can't remember my username?** Please contact Submittable Customer Support at [support@submittable.com](mailto:support@submittable.com)
- What if I can't remember my password?** Please click the FORGOT PASSWORD button and enter your email address. A link will be sent that will allow you to reset your password.
- Who is eligible to apply?** Anyone currently enrolled, or who will be enrolled in a full-time associate or undergraduate program for the 2021/2022 academic year, is eligible to apply for the Ben DeFelice, CIRA and FAN scholarships. You may apply for more than one. Those with a Letter of Recommendation from Northern Virginia Community College, Mobile Hope or Second Story who are enrolled in, or will be enrolled in at least a part time associate or undergraduate program, are eligible to apply for Need-Based and CTE Scholarships.
- Who is not an eligible to apply for a NWFCU Foundation Scholarship?**
  - Volunteer officials (*directors, associate directors and committee members*) of the Board of Directors of NWFCU and its subsidiaries and affiliates
  - Vice-Presidents and above at NWFCU and its subsidiaries and affiliates
  - Employees of the NWFCU Foundation
  - Immediate family members of all of the above
  - Any previous NWFCU Foundation scholarship recipients
- When can scholarship applications be submitted?** Applications can be submitted from November 30, 2020 up to midnight on March 14, 2021.
- What factors are considered in selecting candidates?** Applicants must exemplify qualities of leadership, dedication and commitment in school, at home and in the community. Judges are looking for individuals who intentionally and consistently give back to the community as a whole, as well. In order to submit a completed application, all questions must be fully answered and the consent tab signed.
- What documentation must I supply in order to submit a completed application?** FAN Scholarship applicants must provide proof of residency. All final round applicants will be required to provide supplemental documentation, which would include unofficial/official transcripts and a college admission letter.
- Is an official transcript required?** No. We will accept an unofficial transcript.
- How do I upload a file?** Click on the upload file button and choose the file in the directory, then click on the file to upload.
- How do I convert my application to a PDF?** Please save your work before clicking on the "MAKE PDF" button.

12. **When will the scholarship recipients be selected?** Notification to scholarship recipients will be made by May 16, 2021 using the contact information entered on the application. All final round applicants will be required to provide supplemental documentation, which would include unofficial/official transcripts and a college admission letter.
13. **When will the awards be presented?** NWFCU Scholarship recipients will be recognized at an awards luncheon held in Northern Virginia on June 23, 2021, if the current environment allows for social gatherings. All award recipients are highly encouraged to attend.
14. **How will scholarship money be disbursed?** Scholarship awards will be sent to the recipient's institute of higher learning before the start of the 2021/2022 academic year. Funds may be used for tuition, room or board, books and other applicable fees.
15. **If applicants do not win this year, are they eligible to reapply next year?** Yes, as long as they meet the 2021 eligibility requirements.
16. **How do members find out about scholarship criteria?** Applicants should check the [Foundation website](#) and then click on the "Scholarships" menu item. In the Quick Links box in the top right corner, please click on the hyperlink to review the Applicant Criteria for more information.
17. **Can someone apply if he/she/they have been a past scholarship award recipient?** No, prior winners are ineligible.
18. **Who do I contact for more information?** Any Foundation staff member will be happy to answer questions. Call 703-925-5003 or email [scholarship@nwfcu.org](mailto:scholarship@nwfcu.org).
19. **What additional information is required of CIRA Applicants?** Applicants who are selected for the final round of judging will need to demonstrate eligibility by supplying their relative's SFN. This process will be communicated in a phone call with the applicant.
20. **If an applicant is reapplying in 2021, can he/she/they download his/her/their 2020 application to use as a reference?** Yes, when the 2021 applications open.
21. **How do I submit my application once it's completed?** At the bottom of the application, click on the "I agree" button and click on "apply".
22. **Can I donate to the Foundation?** Yes, please go to [www.nwfcufoundation.org](http://www.nwfcufoundation.org) and click on the donate button in the top right corner.

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