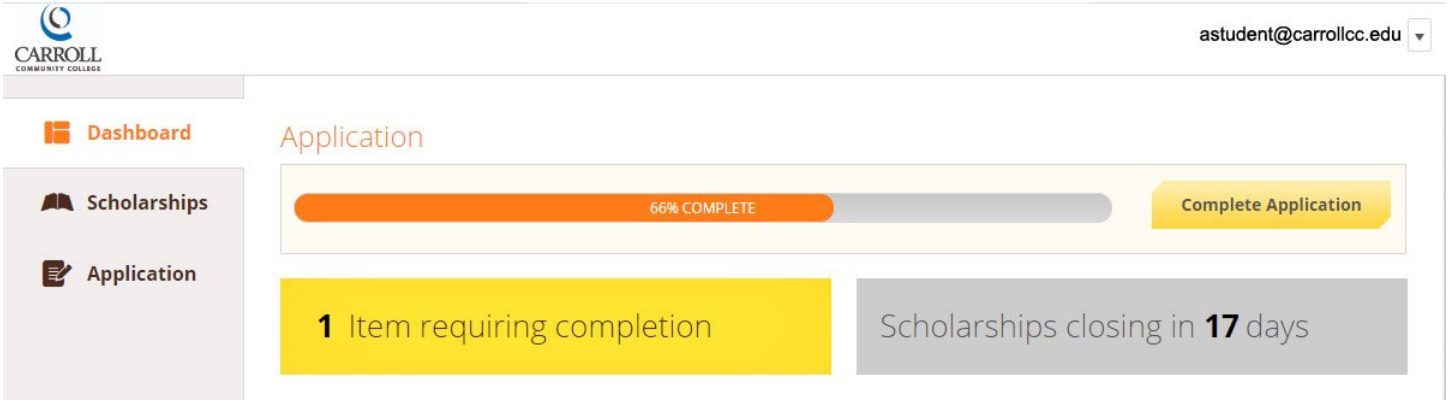
COMPLETING YOUR AWARDSPRING SCHOLARSHIP APPLICATION

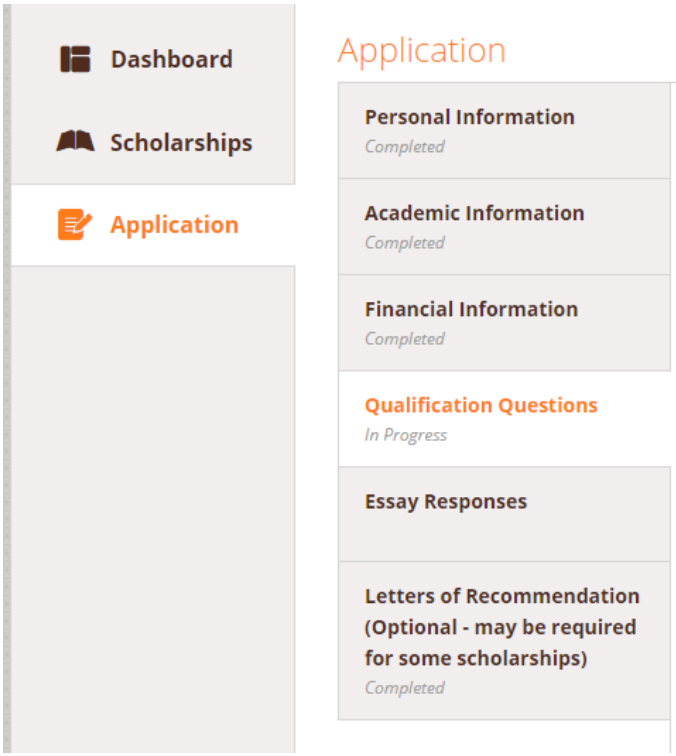
SECTION 1: THE BASE APPLICATION

Sign in to the system at https://carrollcc.awardspring.com/. The AwardSpring login is separate from your student account. If you have not previously used AwardSpring, you may register from the login page. When you sign in, the account will open to your dashboard.



Your dashboard lets you know where you are in the application process. The progress bar indicates how much of the base application you have completed. **IMPORTANT NOTE:** if you see a progress bar with a 'Complete Application' button, you have not yet submitted the application, even if the progress bar is at 100%.

To work on your application, click the 'Start Application' button (will later appear as "Complete Application') next to the progress bar or select 'Application' from the left-hand menu bar.



The base application has six sections: Personal Information, Academic Information, Financial Information, Qualification Questions, Essay Responses, and Letters of Recommendation. **The first five sections must be completed to apply for any Foundation scholarships.** Letters of recommendation are not required to submit the base application, but failure to submit them may disqualify you from some scholarships.

Each section of the application will have a note on the tab indicating the status of that section: Not Started, In Progress, or Competed.

IMPORTANT NOTE: Once you have completed the required sections of the application, you must click the 'Submit Application' button at the bottom of the screen or your application is not complete, even if your progress bar is at 100%.

When you submit your application, AwardSpring will automatically apply you to all of the scholarships for which your base application indicates you are eligible. You may still make changes/additions to your application after submitting, up to the application deadline.

IMPORTANT NOTE: Many of the scholarships have additional requirements beyond the base application. If you wish to be considered for these scholarships, you must complete the additional requirements.

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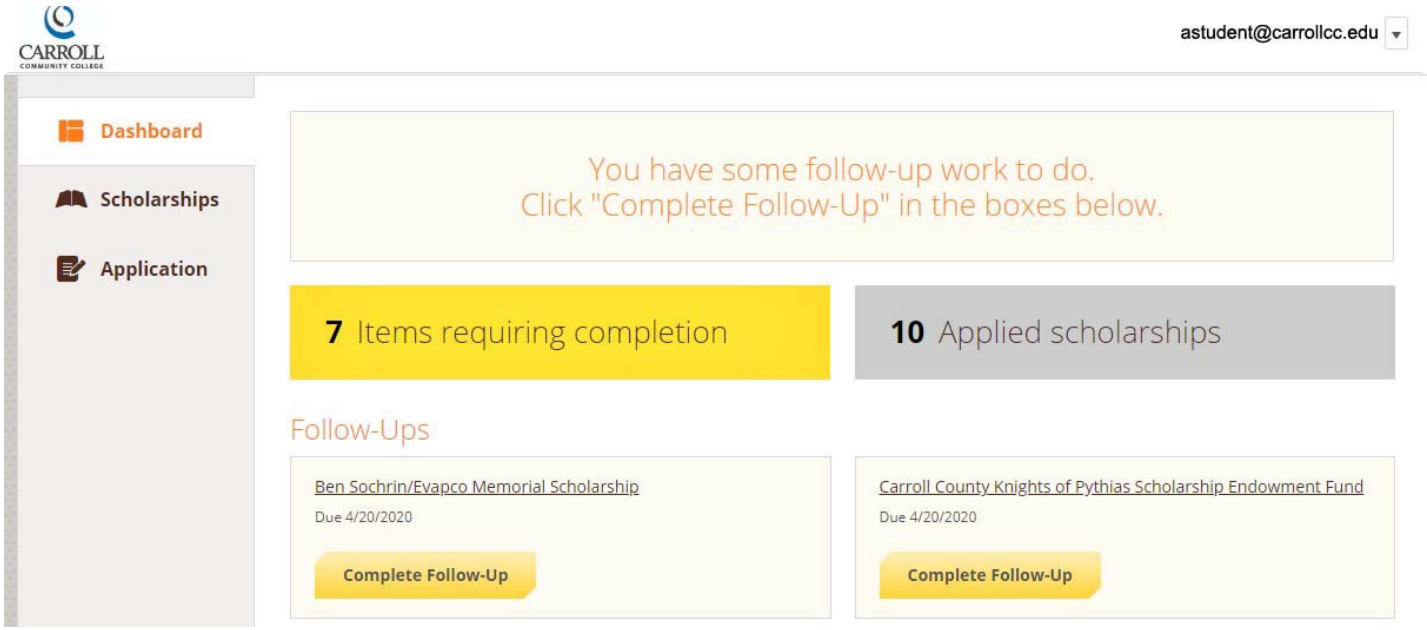
SECTION 2: ADDITIONAL REQUIREMENT

Once you have submitted your base application, the appearance of your dashboard will change to resemble the image below. The grey box indicates how many scholarships you have been applied to, while the yellow box indicates the number of scholarships you may be eligible for *if you complete the additional requirements.* Below these boxes is a list of those scholarships. Click the 'Complete Follow-Up' buttons to complete the requirement and apply for these scholarships. The requirements vary by scholarship, with some being as simple as an additional yes/no question, while others may require short essays.



You can also see which of these scholarships you may apply to by selecting the Scholarship tab on the left-hand menu. This screen will display the full list of all scholarships and your status for each. Those scholarships for which you may be eligible will have the 'Complete Follow-Up' button.

Once you have completed the additional requirements for one of these scholarships, click the 'Submit Application' button at the bottom of that scholarship's screen, and your status will be changed to Applied or Not Qualified as applicable.

When the yellow box on your dashboard indicates 0 Items requiring completion, you have applied to all the scholarships for which you are currently eligible.

IMPORTANT NOTE: If you make any changes to your base application, remember to check your dashboard for additional items requiring completion which may have appeared.

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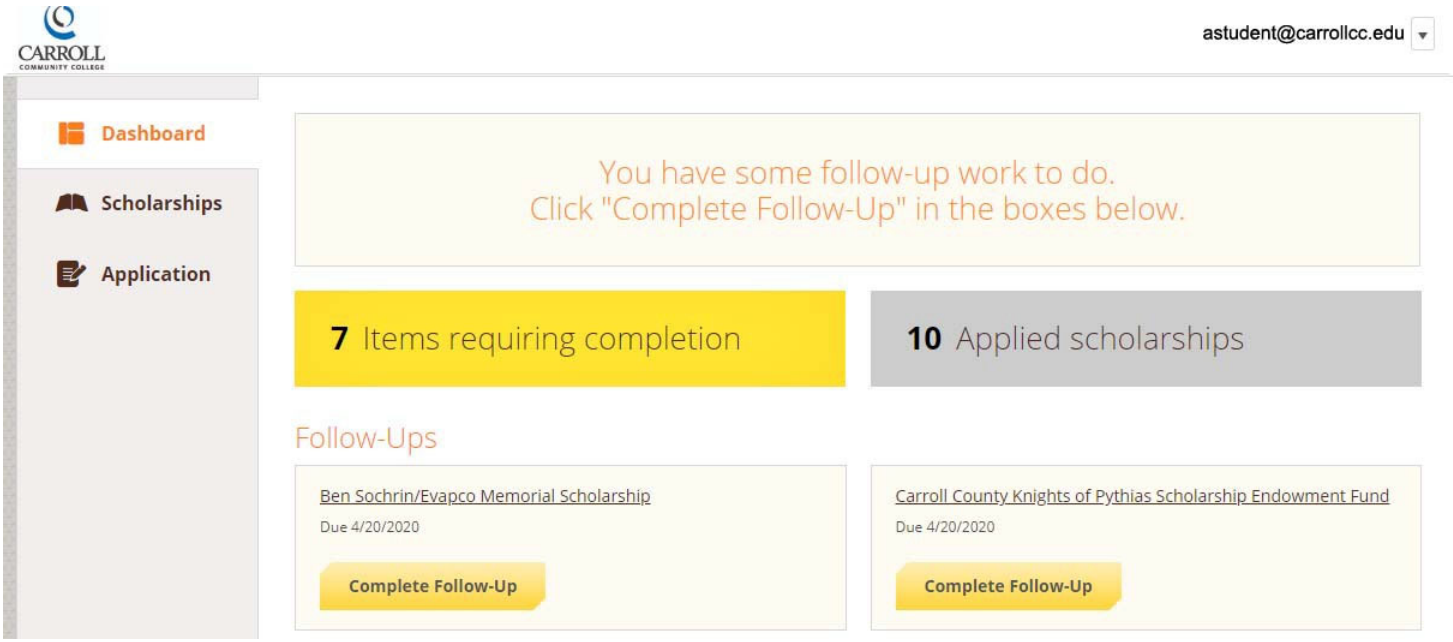
SECTION 3: SCHOLARSHIP AWARDING

After the application period closes, the Scholarship Committee will meet to review applications and make awards based on the donor-indicated criteria for each scholarship. Due to the volume of scholarships and applications, this process can take several weeks.

If you are selected by the committee, you will be sent an email with a conditional offer for the scholarship. Scholarship offers are made based on your fulfillment of the various criteria set by the donor(s), and the expectation that you will meet the listed minimum enrollment and minimum cumulative grade point average at Carroll Community College for Fall and Spring semesters. Failure to meet the advertised requirements for any awarded scholarships will result in the cancellation of the offer.

All students offered a scholarship are required to write a letter of appreciation to the donor(s) who funded the scholarship. The offer email will contain submission instructions, the name(s) of the donor(s) to whom the letter should be addressed, the submission deadline. Failure to submit a thank you letter will result in the scholarship offer being withdrawn. Once an offer is made, the thank you letter requirement will also appear on your Award Spring dashboard as an item requiring completion. You can upload your letter by selecting the 'complete Follow-up' button for this requirement.



Scholarship offers are contingent upon review by the Financial Aid Office.
Once your donor letter has been received, your information will be submitted to the financial aid office for verification of your application details and to ensure that the award fits within your financial aid package. After verification, the scholarship will be added to your financial aid package, with funding being divided between the fall and spring semesters. When your financial aid package is finalized you will receive a notification from the financial aid office and the funds will be credited to your student account. No funds will be distributed until this process is completed.

Once the scholarship cycle is completed, any students who are not selected for a scholarship will be notified by email.

Questions regarding the application process can be directed to Foundation@carrollcc.edu