



Cape Fear Community College Foundation Scholarship Guidelines

Scholarships: A grant or payment made to support a student's education, awarded on the basis of academic or other achievements. At Cape Fear Community College - Donors, organizations, companies, and your community invest in your academic success!

The Cape Fear Community College Foundation works with donors to award student scholarships. Some scholarships are based on financial need, academic merit, and/or earmarked for specific programs, but are all based on criteria stipulated by the donor.

Awards are typically restricted to educational expenses: tuition, books and program-related expenses. The recipient is required to maintain a **minimum enrollment of 6 credit hours per semester** along with all other eligibility criteria established by the donor.

Scholarships are applied for the next Fall or Spring semester (as applicable) and may be renewable for future semesters depending on the donor's criteria. Students must re-apply once each academic year.

Applications are accepted online (link available at cfcc.edu/scholarships) **March 1 – April 30**, for the upcoming academic year. For best results use Chrome or Firefox as your browser. ***Students that are graduating in the semester of the application cycle need not apply.** New students who may have missed the spring cycle can apply during our smaller fall application cycle, **October 1st to October 31st**.

Only applicants that have received an acceptance letter from CFCC Admissions by the scholarship application deadline will be considered.

Application Guidelines

The scholarship application consists of general information questions and several short answer questions. Once a student has applied, their application will auto-match with as many scholarships as possible. There will also be additional "recommended opportunities" that the student can elect to apply for if they so desire. These typically require an additional question or supplemental material (recommendation letter, etc.).

Do not be alarmed if your application does not automatically match with many scholarships. Once per week our software syncs with the student's school record and pulls their cumulative GPA and additional information, so the applicant should see many more matches after the weekly import.

Applicants should only submit **ONE** application per cycle.

All students are **encouraged to complete FAFSA with the Financial Aid office** to make sure they are considered for all eligible scholarships and available public aid.

Students must be enrolled at CFCC to receive the award. Awards are **NOT** transferred if you are graduating unless otherwise specified by the donor.

Scholarships awarded through the CFCC Foundation are **ONLY** for use at Cape Fear Community College.

Scholarships do not require repayment *unless* the terms of the scholarship are *violated*.

Most scholarships require a minimum cumulative GPA of 2.0 or greater and are based on criteria established by donors.



Selection Process

After the application cycle has closed, established review committees will review the applicants anonymously (they will not know the student's name) and will rate the students based on their application information, academic standing, and determine how strongly they match the donor criteria.

The review committee (which is comprised of faculty, staff, and in some cases the donor) assigns numerical scores to each short answer question based on content, basic grammar, spelling, and punctuation. Your application and imported academic information is the only information the review committee has access to, so please share as much as you feel comfortable and answer honestly.

Foundation scholarships are awarded based on the best fit to the scholarship criteria as set forth by the donor, including but not limited to: demonstrated financial need, program of study, credits completed, academic progress, GPA, volunteerism, etc.

Scholarship Awards

Scholarship funds may be equally divided between fall and spring semesters, unless otherwise requested by the scholarship donor or indicated as a single semester disbursement.

All scholarships require students to accept their award and **UPLOAD** a thank you letter to their donor within the web-based software. These letters, post acceptance bios, and pictures are compiled into a donor bulletin that are available in the donor's portal or emailed to the donor. It is best to write the letter in Word or PDF format.

Once you have uploaded your thank you letter, the CFCC Foundation notifies Financial Aid to post your award to your student account. Once Financial Aid has posted your award, changes cannot be made.

If you are awarded a scholarship for both Fall and Spring semesters and you graduate in December (or do not return the next semester) – funds will NOT be transferred. You will only receive funds allocated for the semesters you are actively enrolled. Disbursement/Allocation of the scholarship amounts are determined by the DONOR.

Thank You Letters

Why does CFCC require a thank-you letter before we award scholarships?

- It is common courtesy to thank someone for assistance, and CFCC promotes that virtue.
- It is good business. CFCC lets our donors know that we are being good stewards of their contribution. One effective method is for our donors to hear directly from our students.
- It is a good educational tool. During your career and private life, you will write hundreds of thank-you notes. You can get started with this opportunity!



Recognition of our donors is a very important step in ensuring the continuation of their support. The funds associated with your scholarship award will be released to Financial Aid **AFTER** this thank you letter has been **UPLOADED**. If you understand and agree to the terms of the scholarship, you must click to accept your award within the scholarship software and then upload your letter addressed to the specific donor for that scholarship.

Your scholarship notification email will contain the name of the donor to address your letter to. Still aren't sure about the "right" way to go about it?

There is no "one-size-fits-all" approach, and the very best thank-you letters are unique and true to the author. **We recommend a business-style, typed letter. Your signature does NOT have to be handwritten - it can be typed since it must be uploaded online. Feel free to use a script font for the signature if you wish.**

We encourage you to review the basic template below as an example. Please personalize your letter, explaining how the scholarship will help you accomplish your academic goals and any unique information about you that your donor might want to know.

We recommend you think about what you want to say, put it in a rough draft, and sleep on it. Edit to a final draft the following day. Review it once more for spelling and grammar Then **UPLOAD** your document to the scholarship portal (link in notification email). You must upload your thank you letter within 7 business days to receive your award. **If you do not upload a thank you letter, you will forfeit your scholarship award.**

Our Foundation and donors put in a significant effort to make your scholarship possible. This is the right time to do your best work. We appreciate you putting in the effort to produce a personal and professional response. Please contact us at scholarships@cfcc.edu for assistance, and congratulations on your award.

Scholarship Timeline

Spring Cycle

March 1st - April 30th website is open for applications

May – applications are blindly reviewed by committee

June - notification emails are sent to students

Students accept and **UPLOAD** a thank you letter to the donor (within 7 days of notification)

June 30th - awards posted to student accounts/dropped if not accepted

Fall Cycle

Oct 1st - Oct 30th website is open for applications

Nov – applications are blindly reviewed by committee

Dec – notification emails are sent to students

Students accept and **UPLOAD** a thank you letter to donor (within 7 days of notification)

Jan 7th - awards posted to student accounts/dropped if not accepted

**CFCC is closed Dec 23-Jan 3 for holidays*



Basic Template for Thank You Letter

Date

July 29, 2019

Your Name : *Liza Jane Woodruff*

Your Full Address:

123 Valley St.

Wilmington, NC 28411

Dear "use the donor's name found in the profile link of your notification email"

Dear Ms. Jones,

Introductory paragraph that names the scholarship listed in your award email, as well as a personal thank you sentence.

Main paragraph: Mention your program of study, your career goals, and how this scholarship helps you achieve these goals. You may also want to mention obstacles you overcame to attend college, any community service, veteran or parental status, the fact that you are working student, etc.

Sincerely,

Liza Jane (your name in a script font)

Liza Jane Woodruff (your name printed)