

Community Foundation of Warren County Scholarship Packet

Online Application Period is open January 31 - March 15 at cfowc.org

INSTRUCTIONS:

STUDENT:

See the attached TIMELINE and REQUIRED DOCUMENT page for important dates and requirements including completing your FAFSA, all the documents included in this packet and your online scholarship application at cfowc.org.

Please complete the FERPA Release Form (in this packet) and return to your Guidance Counselor. This authorizes the named educational institutions to release educational records to the Community Foundation of Warren County.

You must request Transcripts and Letter of Recommendation from Teachers, Counselors, or others (Coaches, Community Leaders, etc.). Letters of Recommendation will be released to the Community Foundation by your Guidance Office preserving confidentiality.

The Community Foundation will upload your Teacher, Counselor or other letter(s) of recommendation, your signed Signature Affidavit, and your transcripts, as released from your Guidance Office, to your Community Foundation Online application completing these upload requirements for you.

Call with any questions: (814)726-9553 between the hours of 8:30am and 4:00pm eastern time, M-F, or email: lag.cfwc@westpa.net. We are here to help you.

GUIDANCE OFFICE:

Please collect paper copies of the following documents:

- Copy of signed FERPA Release Form (To be provided to you by Student)
- Completed Letter of Recommendation Request form (To be provided to you by Student)
- Signed Signature Affidavit (To be provided to you by Student)
- Student transcripts (Systems Report)
- Teacher, Counselor, or other Letters of Recommendation (To come from Recommenders - minimum of one letter is required for each student)

The Community Foundation will arrange to pick up paper copies, organized by student, from Guidance Offices each Friday during the month of February. The Foundation Office requires sufficient time to review, scan and upload documents to each student application before the March 15 application submission deadline.

Call with any questions: (814)726-9553 between the hours of 8:30 and 4 eastern time, M-F, or email: lag.cfwc@westpa.net. Thank you.

Applying for Community Foundation of Warren County Scholarships

TIMELINE:

- NOW:** Complete FAFSA at fafsa.gov
Complete this scholarship packet and return to Guidance Office
Request Letters of Recommendation
*Being respectful of recommenders' time, requests should be made no later than February 1
- January 31:** Start Community Foundation Online application at cfowc.org
- February 1:** Letter of Recommendation form provided to Recommender deadline
- February 13:** Deadline to return this completed scholarship packet to Guidance Office
- March 15:** Deadline to submit your Community Foundation Scholarship Application
- May 15:** Scholarship awards communicated to students and schools
- July:** Scholarship checks are mailed to school Financial Aid Offices
(Award amounts are paid half in the Fall semester and half in Spring semester)

REQUIRED DOCUMENTS

Students are responsible for uploading the following documents to their CFWC online application:

1. **FAFSA** – Upload only the page showing your Student Aid Index (SAI number)
2. **2024 Parent's Federal Tax Return** - Pages 1 & 2 only (redact SSN and bank account numbers)
3. **Parent/Guardian Letter of Recommendation**
4. **Financial Award Letter/Offer** (provided with your acceptance letter from your school)
5. *Essays may be required for certain scholarships

Students must complete or return to their Guidance office by February 13.

(These four items must be uploaded to your application by the Community Foundation before you can SUBMIT your application)

6. **Signed FERPA Release**
(Included in this packet – Student must complete and return to Guidance Office by 2/13.)
7. **High School Transcripts** (Student must request from the Guidance Office by 2/13.)
8. **Signature Affidavit Letter**
(Included in this packet - Student must complete and return to the Guidance Office by 2/13.)
9. **Teacher, Counselor, or other Letters of Recommendation**
(Request form included in this packet – Student must make the requests. Recommender must return to the Guidance Office on or before 2/27)

Call with any questions: (814)726-9553 between the hours of 8:30am and 4:00pm eastern time, M-F,
email: lag.cfwc@westpa.net. Thank you.

*** Return to the Guidance Office no later than February 13 ***

FERPA RELEASE FORM

The **Family Educational Rights and Privacy Act** (FERPA) affords certain rights to students concerning the privacy of and access to their education records. This form authorizes the educational institutions named below to release education records to the named third party; it does not obligate the institution to do so.

Student Name: _____ Last 4 digits of SSN: _____

Mailing Address: _____

Phone Number: _____ Email: _____

High School (Graduating from): _____

College/University Attending: _____

Major: _____ Expected Graduation (MM/YY): _____

The student named above hereby authorizes the Warren County School District, and the above-named College or University, to release the following education records to the Community Foundation of Warren County (CFWC) with a mailing address of 310 Second Avenue, Suite 1, Warren, PA 16365:

*** Student must place an X in each checkbox indicating understanding and agreement ***

☐ - Academic Information. Includes, but is not limited to, transcripts, credit hours enrolled/earned, grades/GPA, class schedule, academic progress, and enrollment status. (Released by High School, College or University)

☐ - Financial Aid Information. Includes, but is not limited to, awards, application data, disbursements, eligibility, and financial aid status. (Released by College or University)

☐ - Student Account Information. Includes, but is not limited to, billing statements, charges, credits, payments, past due amounts, and financial holds. (Released by College or University)

☐ - Teacher, Counselor, or other Letters of Recommendation (Released by High School)

The student understands that the information may be released orally or in the form of copies of written records and understands that this release remains in effect until otherwise revoked by the student in writing. The released information will be used by CFWC to satisfy scholarship application requirements and determine financial need.

Student's Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

*** Return to the Guidance Office no later than February 13 ***

Community Foundation of Warren County Required Signature Affidavit

PLEASE READ BEFORE SIGNING

All of the information I will provide on my Community Foundation online application is true and complete to the best of my knowledge. If asked by a representative of the Community Foundation I agree to give proof of the information provided in the online application. I also understand that if proof requested by the Community Foundation is not furnished, no aid will be awarded.

I understand that a copy of the first two pages of my parents/guardians federal income tax return is required and it is my responsibility to redact all but the last 4 digits of any social security numbers present on tax forms, and to redact any bank account information which may also be present on tax forms.

I understand that it is my responsibility to report changes to my educational plan to the Community Foundation in writing within 5 business days of the change. Changes to educational plans include but are not limited to: withdrawal from school, dropping below full-time status (12 credits per semester), decisions to commute instead of living on campus, changing schools, or other changes resulting in a reduction of the cost of school. Changes in educational plans can result in the loss of scholarship eligibility in some cases or a reduction in scholarship award amounts. Not notifying the Foundation of changes to educational plan as required may result in the loss of scholarship.

I understand that scholarship awards are made directly to college or university Bursar Offices. One half of scholarship awards are made to schools in the fall and one half in the Spring of each academic year. All scholarships are based on financial need to cover tuition, room & board, book and fees. Any Foundation scholarships resulting in an over-funding of student bursar accounts will be returned by the school to the Community Foundation in keeping with IRS rules and government regulations governing charitable foundations and the administration of scholarship funds.

I understand that if I receive renewable scholarships, I am responsible to renew my scholarship each academic year by providing my transcripts, parent/guardian most recent tax return, updated school financial information and educational plan to the Community Foundation by specified dates, as well as maintaining minimum GPA requirements. Failure to do so may result in the loss of continued scholarship.

Student Name (please print) _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Parent or Guardian e-mail _____ Phone: _____

Any scholarship awarded as a result of this application is a grant and not a loan. However the Community Foundation Scholarship Committee trusts and expects that any student who receives a scholarship will, when, and as, she or he is able, contribute to the scholarship program to provide assistance to other students in the future.

The Community Foundation of Warren County (CFWC) is exempt from Federal Income Tax under section 501 (c) (3) of the Internal Revenue Code. CFWC is classified as a public charity under the status 170 (b) (1) (A) (vi) with Employer Identification number (EIN) #25-1380549.

**** This form should be given to your Recommender no later than February 1 ****

Letter of Recommendation Request Form

Student Name: _____

Intended college/school: _____

Intended Major: _____ *Dear:* _____,

Thank you for agreeing to write a Letter of Recommendation on my behalf to the Community Foundation of Warren County. Please follow the instructions below for submission:

- *Letters are due to Counselors on or before Friday, February 27.*
- *Letters are to be given directly to the high school counseling office to preserve confidentiality.*
- *Counselors will provide all letters along with transcripts to the Community Foundation.*
- *Letters can also be emailed to the following Counselors:*
 - *Warren High –Mrs. Lori Hahn hahnla@wcsdpa.org*
 - *Eisenhower—Mrs. Monica Linkerhof linkerhofmc@wcsdpa.org*
 - *Tidioute – Ms. Melissa Mahaney mmahaney@tidioutecharter.com*

Scholarship Application Tips:

1. **DO NOT use your school district email address.** You must use an email address which you will have access to now and throughout your years at college.
2. **If you forget your username and/or password, DO NOT START OVER.** Contact the Foundation office at (814) 726-9553 or by email at lag.cfwc@westpa.net and we will confirm your username and re-set your password. (Starting over and generating a new student ID will create a duplicate application which could result in scholarship opportunities being missed and requiring you to redo work you already completed on your original application.)
3. **Please provide accurate information** about your home address and which high school you attend. This information could determine which scholarships you are eligible to receive.
4. **Use of a desktop computer, laptop, or tablet is recommended** to complete your application. Usability can be challenging when using a cell phone -.
5. **Please check all the scholarship checkboxes.** Once you answer the Qualifying Questions our system will present a list of the scholarships you may be eligible for. Each scholarship will have a checkbox next to it – please check them all to avoid missing scholarship opportunities.



5. **Make sure the documents you upload are readable.** Check all images before submitting them. If we cannot get the information we need from the document or image, we will not be able to award a scholarship.
6. **Save your work as you progress** through the sections of the scholarship application. Unsaved work will disappear and must be re-entered.
7. **Your final step is to SUBMIT your application.** The “Submit” button will appear next to the “Generate .pdf” button when you have completed all the required steps. If you do not see the “Submit” button, double check all parts of the application to see what is missing. In many cases it is a result of an upload requirement not being completed. Questions? Call the Foundation Office at (814)726-9553.
8. **Contact the Foundation office with any questions** you may have. Not sure how to proceed or you forgot your username or password, please call the Foundation office at (814) 726-9553, email lag.cfwc@westpa.net, or stop in the office at 310 Second Avenue in Warren. We are here to help you. We never want a student to miss out on scholarship opportunities so please contact us with questions or issues you may encounter.