



## **FAQ: Frequently Asked Questions Regarding the 2010-2011 Universal Comprehensive Scholarship Application**

### **How are scholarships chosen?**

A scholarship selection committee reviews all applications. Applicants are considered for those scholarships where they meet the listed criteria. A "List of Scholarships" which includes the name of each scholarship offered is posted on the scholarship page of our website at [www.cffredco.org](http://www.cffredco.org).

### **Do I need to specify the scholarships that I want to be considered for, i.e. the Ausherman Scholarship?**

By completing The Universal Comprehensive Scholarship Application, you are considered for all scholarships awarded by the Community Foundation. Therefore, you do not need to designate the scholarships for which you should be considered.

### **When will I know if I've received a scholarship from the Community Foundation?**

All applicants will be notified of their status by June 15, 2010.

### **Can Community Foundation scholarships be used to attend an out-of-state school?**

Many scholarships may be used at the educational setting or institution of the applicant's choice.

### **If I am not a resident of Frederick County, Maryland, can I still apply?**

Most of the scholarships offered for the 2010-2011 academic year specify that the applicant must be a Frederick County, Maryland resident. A few scholarships are open to applicants from outside Frederick County, Maryland.

### **Can I hand write my application?**

No, hand written applications are not acceptable. The application is available in a fillable "PDF" format. You must submit a paper copy of the completed application using this format.

### **Why can't I save my completed PDF application to my computer?**

The application was created so that applicants could fill in the form and then print out the final copy. You should save the blank PDF application to your computer before attempting to fill in the form. You must rename the application when saving. Applicants must have Adobe® Reader® version 8.0 or higher for best results. Adobe® Reader® may be downloaded free at [www.adobe.com](http://www.adobe.com).

### **As an adult who is just going back to school, do I qualify for any of your scholarships?**

Some scholarships are available for individuals who have not yet started a post secondary education, for individuals who have taken time off between high school and college, and for the returning older adult.

**What does "direct descendent" mean exactly? Does my relationship to my grandfather qualify as a direct descendent or just my father?**

Direct descendent means that you are related through the parental lines, either the father or mother, and includes parents, grandparents, great-grandparents, etc... but no other relatives, such as aunts or uncles, or other siblings of grandparents, etc.

**Can I submit a letter from my pediatrician as proof of my disability?**

To be considered for scholarships that give preference to applicants with a disability, we need a letter from a qualified medical professional (physician, nurse practitioner, physician's assistant) who can attest to the medical nature of the disability, which qualifies the applicant under the Americans with Disability Act. This letter should be signed by your medical professional and be dated within 6 months of the date of your completed, submitted scholarship application.

**I am a college student and have no community service or awards since attending college. Should I list my high school community service on the application?**

The application should reflect the activities that the applicant feels are relevant to their course of studies. Dates are required for Sections 6, 7, 8, 9 and 10.

**Should I use the same letters of reference that I used for last year's application? Also, should I use letters of reference from my high school teachers when I am currently in college?**

The applicant should attach letters of reference from individuals who have recent knowledge of their strengths, accomplishments, abilities, skills, and goals. It is recommended that college students submit references that address their current situation, i.e. college references rather than older letters of reference.

**Who should I ask to write letters of reference when I don't know any of my professors very well?**

Individuals who have personal knowledge of the applicant are most appropriate to write references. When asking a person to write a letter of reference, it is in the applicant's best interest to make sure that the person 1) is willing to write the letter 2) can complete the letter by the submission deadline and 3) has some personal insight into the applicant's abilities, strengths, skills, achievements and goals. Letters of reference must contain the signature of the person writing the letter.

**Do all letters of reference need to be from academic sources?**

No. Letters of reference may be from sources that have personal knowledge of the applicant. The only restriction is that letters of reference cannot be submitted from the applicant's family members. Letters of reference must contain the signature of the person writing the letter.

**Can I use scholarship money toward my off-campus expenses, such as rent, transportation, or a new computer?**

All scholarships from the Community Foundation are to be used for tuition, on-campus room and board, required fees, and/or books only. In situations where these fees to the educational institution are paid in full, the balance of the Community Foundation's scholarship is to be refunded to the Community Foundation. Scholarship money cannot be refunded directly to the student by the educational institution as the student may incur a tax liability.

**My parents/guardians have not yet received their W-2. How can I turn in a FAFSA to you if they don't have the information to fill out the FAFSA yet?**

To be considered for scholarships that are based on financial need, financial information must be submitted with the completed application before February 15, 2010. Submit one of the following documents to satisfy this requirement: 1) copy of the completed FAFSA you submitted on-line. (This application may contain estimated 2009 figures) or 2) copy of the Student Aid Report (SAR) from FAFSA. NOTE: If you have estimated your income for 2009 on either form, you are required to submit a copy of the final FAFSA or final SAR.

**What if I don't have the necessary tax information to complete my FAFSA before the deadline?**

FAFSA does allow you to estimate your 2009 income on the application. If you estimate your income for 2009, you are required to submit final actual income to both FAFSA and to the Community Foundation.

**Do my letters of reference and/or transcripts need to be in a sealed envelope?**

No. This year, letters of reference and transcripts do not need to be in sealed envelope. All three letters of reference are required to be submitted with the completed application.

**If I do not qualify for need-based scholarships, am I still required to submit a FAFSA?**

To be considered for need-based scholarships, you are required to submit the FAFSA or the SAR. If you choose not to submit a FAFSA, you will be considered for non-financial need based scholarships. Approximately 60 percent of all scholarships offered for 2010-2011 are based upon financial need.

**I am a Frederick County Public School (FCPS) senior and I am confused about submitting my transcripts. What do I need to submit and by when?**

The Community Foundation requires that graduating seniors submit a copy of their current transcript. This transcript must contain, at the minimum, the first marking period's GRADES AND CUMMULATIVE GRADE POINT AVERAGE.

**How do I obtain the DD-214 form?**

Whenever a scholarship requests a copy of the individual's discharge papers to verify eligibility, the DD-214 form (report of separation) is required. If you do not have this form, you may request a copy from the Department of Veteran Affairs. Scholarship applicants have reported that this process has taken from 10 days to three weeks.

World War II veterans, who were Maryland residents at the time of entry into the service, and veterans who were discharged after October 15, 1979 and had a Maryland address at the time of discharge, may contact the Baltimore Office of the Maryland Department of Veteran's Affairs at 800-446-4926, extension 6450, to inquire about their discharge papers.

Veterans and their next of kin can also request a copy of the service member's DD-214, Certificate of Release or Discharge from Active Duty from the National Archives via the web at the [National Archives web site](#) or The National Archives & Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001, telephone 1-866-272-6272, fax: 301-837-0483.

**What if I need more than three Response Forms?**

Three response forms are supplied as part of the Comprehensive Universal Scholarship Application this year. If you need more, a PDF of an additional blank Response Form is posted on the scholarship page of our website at [www.cffredco.org](http://www.cffredco.org).

**What is section 14- Personal Statement for?**

This section is a very important section of the application because it gives the committee members an opportunity to learn more about you and your situation. This section should address information that is not already described in other sections of the application. Do not leave this section blank. Examples are provided regarding areas or topics that you may want to address.

**I do not know the status of other scholarships that I may be receiving. How do I complete section 13?**

It is understood that some colleges and universities will not have notified applicants of the amounts of their scholarship/award packages by February 15<sup>th</sup>. Please be sure to indicate all scholarships that you have/will be applying for in this section.