



ONLINE SCHOLARSHIP PROGRAM Frequently Asked Questions

1. Who can apply for Alexandria Technical Community College (ATCC) Foundation Scholarships?

You must be an incoming or current ATCC student to apply for the ATCC Foundation scholarships.

2. How do I apply for scholarships?

The entire application process takes place online using the scholarship program. Below is a brief summary of the application process:

- a) Go to www.alextech.edu/scholarships and click the "Apply Now" link.
- b) Follow the instructions to register as a user.
- c) Sign up using the email address you check most regularly. Then choose your password.
- d) Once registered, you can log in and out as many times as you need to complete your application.

3. How many scholarships can I apply for?

There is no limit to the number of scholarships you can apply for. The online scholarship application is universal! That means you will be automatically applied to every scholarship you qualify for, and you only need to submit one application.

4. How do I know which scholarships I should apply for?

The online Scholarship application will match you to scholarships you qualify for, based on the information you provide in your application. To get more information on the scholarships which are being offered, you can review the "List of Available Scholarships" provided on the website.

5. What are my chances of getting a scholarship?

The number of available scholarships and applicant pool changes from semester to semester, so this is nearly impossible to predict. In general terms, approximately 250-300 students who apply each year will receive a scholarship from the Foundation.

6. When is the application deadline?

Our deadlines will fall as close to **April 1** and **November 1** as possible each year. (The actual dates may change because we do not use weekend deadlines.) Scholarships are offered twice per year (in the fall and again in the spring). The deadline for Fall semester awards is on or about April 1st and the deadline for Spring semester awards is on or about November 1st.

7. What tips or suggestions do you have for me as I complete the application form?

- a) Fill in the application form completely and honestly. Answer all of the questions. The system will not let you leave a required question blank. We will be able to confirm such things as your completed credits, enrolled major, and cumulative GPA, so if you “stretch the truth”, we will catch it and you may be disqualified from receiving any scholarships.
- b) Use proper grammar and capitalization. Typos, blanks, and/or incomplete or inaccurate information may count against you in the review process.
- c) In your Essay Responses, be sure to answer all of the points that are required for each question. We recommend that you prepare your answers in Word and save them ahead of time. Then, as you complete the online application in you can copy and paste your answers into the application. Be as detailed as possible in your essay responses so our raters can get a good idea of why you need scholarships.

8. Which GPA should I use? This is my first semester at ATCC, so I don't have an ATCC GPA.

If you are in your first semester at ATCC and this is your first college ever attended, we want your cumulative high school GPA. If you have attended another college before coming to Alexandria and this is your first semester at ATCC, then we want your GPA from the last college you attended. If you have completed at least one semester at ATCC, then we only want your ATCC GPA. This may be obtained through EServices.

9. Can I use my ATCC GPA from last semester or do I need to use my cumulative GPA?

Wherever we ask for GPA, we are referring to a cumulative GPA that summarizes all semesters. If you use a current semester GPA because it is higher than your cumulative one, we will catch it and change it on your application when we confirm GPAs.

10. I don't remember what my high school GPA was and I have no way of getting my high school transcript. What should I put on the application?

You will need to contact Teresa Thoennes, Scholarship Coordinator. She will work with you to determine the best solution.

11. I did not graduate from high school but I got a GED so I don't have a GPA. What do I put on the application?

You will need to contact Teresa Thoennes, Scholarship Coordinator. She will work with you to determine the best solution.

12. If I applied for an ATCC Foundation scholarship last semester or another semester in the past, do I still need to provide a letter of recommendation again this semester?

YES. We will want a current recommendation letter.

13. Who should complete a letter of recommendation for me?

A current instructor, advisor, counselor, employer or another person who knows you well should complete the letter of recommendation form. (Recommendations from family members, roommates, friends or neighbors are discouraged).

14. Can my references write a letter or send an email instead of using the Recommendation Form that is provided on the online scholarship application?

We require the Recommendation Form that is provided through the online scholarship application. If your reference has any issues with the online recommendation, contact the scholarship coordinator for assistance.

15. How many letters of recommendation do I need to submit?

One letter of recommendation is all that is required.

16. When and how will recipients be notified?

All applicants will be notified approximately 4-5 weeks after the scholarship deadline. If you do not hear from us after 5 weeks, please call or email Teresa Thoennes (teresa.thoennes@alextech.edu) to inquire about your application.

17. Will I still be considered for a scholarship if I don't include a letter of recommendation?

Probably not. Reviewers will most likely disqualify you from consideration because your application will be considered incomplete.

18. How and when will I receive my scholarship funds, if I receive an award?

ATCC Foundation scholarship awards are disbursed directly to student accounts for tuition and fees for the semester they are awarded. Scholarships are applied the same time as grants and loans, around the 10th day of Fall & Spring semesters.

19. Will a scholarship affect my other sources of financial aid?

In general, scholarships do not affect a student's grants, but they may reduce the amount of loans and/or work study that a student will receive. The ATCC Foundation is required to report all scholarship awards to the Financial Aid Office so that aid for a student is coordinated.

20. Are ATCC Foundation scholarships the only scholarships that are available to me?

No. There are hundreds of other scholarship opportunities available from other sources that you may research and pursue. Go to the External Scholarships section for links we provide for outside resources. (Note that the ATCC Foundation does not endorse, promote or otherwise support these other sources; they are provided for your information only). You should also watch your ATCC email for scholarship alerts, which are sent out periodically to notify students of outside scholarship opportunities.

For more information on the ATCC Foundation Scholarship Program, contact:

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