Scholarship Recipient Instructions

This document outlines the additional steps required from scholarship recipients in order to make the scholarship payment to your accredited post-secondary institution (college or university).

Important Information

- Scholarship recipients must be attending an accredited post-secondary institution based in the United States of America. Wayne County Community Foundation is legally not allowed to pay scholarships to for profit institutions that are not eligible for Federal Funding (FAFSA eligible).
- Be sure to keep your Account Information in the Online Scholarship Portal up to date, as all future communication regarding this scholarship will be conducted via email. It is imperative to select an email address that will persist through your entire collegiate experience. It is your responsibility to ensure we have your current primary email address as to not miss any important communications.
- This award is to be used for tuition and fees (not including room and board) required for enrollment or attendance at the educational institution; fees, books, supplies, and equipment directly related to courses of instruction are eligible IF they can be purchased DIRECTLY from the educational institution.
- We will request this award be allocated equally over both semesters so as not to hinder other aid sources available. Additionally, we will request this award be force applied to tuition and fees and allow the grant funding to flow to other approved financial aid budget items.
- Any funds that cannot be used for the purposes outlined above should be returned to the Foundation.
- All questions should be directed to scholarships@wccfoh.org.

June 15

- The online Scholarship Award Processing Form must be completed by this date to ensure a timely payment. This form can be found on you Dashboard under “Follow Up Forms”.
- If this form is not completed by the due date, your payment will be delayed.
- If you are unable to complete this form by the due date, contact the Foundation (scholarships@wccfoh.org) to make alternative arrangements.

July 15

- Scholarship award checks will be mailed directly to your accredited post-secondary institution in July for recipients who completed forms by the due date.
- It can take up to a week or more for your school to physically receive the scholarship check.
- Depending on your school, it may take a few weeks for them to process your scholarship and apply it to your student account.

August 15

- Please do not contact the Foundation regarding your scholarship payment prior to this date as we will be unable to provide you with any additional details.
- Before contacting the Foundation, make sure to contact your school’s financial office as they may have received your scholarship payment, but have not applied it to your student account yet.
- Remember that this time is extremely busy for your school’s financial aid office so be patient.

August 31

- Unless previous arrangements have been made with the Foundation, individuals who have not completed the online Scholarship Award Processing Form by this date will forfeit their awarded scholarship.