

OPEN DATE: 3/1/2018

CLOSE DATE: 5/31/2018

## Jackie & Larry Sparks Memorial Alumni Scholarship Instructional Guide

This scholarship is open to:

Tri-West graduates pursuing an undergraduate degree who have completed at least one year of post-secondary schooling by June 30, 2018, have maintained a minimum 3.0 GPA, and will carry a minimum of 12 credit hours per semester.

### To apply:

You will need to create or update your online profile. In order for the scholarship to populate under the “My Scholarships” section in your profile, you must answer the following fields:

- 1) Highest Level of Education Completed must note at minimum “Some College” or any of the other post-secondary degrees listed as appropriate to applicant (**Additional Info Tab**)
- 2) Cumulative College GPA must be entered (**GPA Tab**). Minimum 3.0 on 4.0 scale GPA required.
- 3) High school graduated from must be Tri-West HS (**Schools Tab**)
- 4) FAFSA EFC information must be entered (**Financial Info Tab** – If you do not have your current EFC, input last year’s number and then update to your current EFC when you receive it)

After you have input all four of the above, the “Jackie & Larry Sparks Memorial Alumni Scholarship” should appear under your “My Scholarships” tab.

### To complete your application:

- 1) Update and complete the remainder of your online profile. Be sure to include **POST HIGH SCHOOL** community service, extra-curricular activities, awards, and achievements.
- 2) Make sure to upload your completed transcript from the 2017-2018 School Year; for both semesters (**Documents tab**). See instructions below.
- 3) Complete essay responses to the two custom questions
  1. Following your graduation from Tri-West, what obstacle(s) have you overcome in pursuit of your post-secondary education or training?
  2. Tell us your story: where have you been and where are you going?

**Important Note: The “Goals and Aspirations” and “Unusual Circumstances” under the essay tab will not be considered and are not required for this scholarship.**

- 4) After you have completed your profile and custom question essays, click the “Submit App” button corresponding to the Alumni Scholarship under your “My Scholarships” tab. You must submit to apply.

If you have questions, there are two ways to get help:

- 1) Contact JR Prentice or Kathy Waite, our local Tri-West Dollars for Scholars Representatives:  
JR Prentice     [777jrp@gmail.com](mailto:777jrp@gmail.com)     317-403-2058  
Kathy Waite     [jkbusiness@indy.rr.com](mailto:jkbusiness@indy.rr.com)     317-340-3410
- 2) Or, click on the gray support tab that is located on every screen of our Dollars for Scholars website. You can find the gray tab at the bottom left margin on each screen. Click there and submit your question via email. The national Scholarship America/Dollars for Scholars Support team will contact you within 24 hours.

## Instructions on How to Upload your Transcript

Applicants will need to submit their most recent college transcript. Please upload the completed transcript from the 2017-2018 school year (both semesters.) If you are unable to obtain your transcript by the deadline (May 31), please notify us by email at [scholarships@hendricks.k12.in.us](mailto:scholarships@hendricks.k12.in.us).

- 1) Log in to your Dollars for Scholars account and click "Work on Profile"
- 2) Click on "Documents" on the left side of the page under the header "My Information"
- 3) Click the green plus sign "Add Another Document" button in the upper right corner
- 4) Name the document and select "College Transcript" from the Document Type drop down menu
- 5) Click the gray "Upload File" button and select your transcript from the documents on your computer (pdf version)
- 6) Click "Save" and then answer "yes" or "no" to the statement "I have entered all my documents," and click "Save" again
- 7) Your transcript has now been uploaded to your application.