



Scholarship Program Frequently Asked Questions

Where do I find the Foundation scholarship application?

The Waubonsee Community College Foundation uses a scholarship application software program, which can be accessed at <https://waubonsee.academicworks.com/>. On our opportunities homepage, you will find a listing of scholarships available to students with brief information about the scholarship qualifications.

How do I access the application?

On the opportunities homepage, there are buttons labeled “Sign Up” and “Sign In”.

Current Waubonsee students should:

1. Click on the “Sign Up” button.
2. Enter your Waubonsee student email address and create a password.
3. Begin filling out the General Application.

New students should:

1. First, submit a New Student Application (NSA) at waubonsee.edu/nsif. After your form has been processed, you will be assigned a Waubonsee student ID number (x-number) and may begin the Foundation scholarship application process.
2. Click on the “Sign Up” button.
3. Enter the email address you used to complete the NSA and create a password.
4. Begin filling out the General Application.

You only need to use the “Sign Up” button the first time you access the software in order to create a password. After that, you can use the “Sign In” button to access the application using the appropriate email address and the password you created. For optimal compatibility, access the application system using any newer browser, such as Microsoft Edge, Google Chrome, Mozilla Firefox, or Apple Safari.

When you complete the General Application, you must answer all required questions. You will also need to upload your most recent unofficial transcript and ensure that one Letter of Recommendation is uploaded to your application. Please see further information below.

How do I apply for a particular scholarship?

The majority of the scholarship opportunities offered by Waubonsee are auto-matched through our General Application. When you submit the General Application, the software will determine which scholarships you are eligible for based on your answers and apply you to those.

If you are eligible for additional opportunities that require supplemental information, these will display for you once you have completed and submitted the General Application. These are identified as Recommended Opportunities.

Do I need to write an essay?

The Essay section of the Waubonsee Community College Foundation scholarship application is broken down into six individual short answer questions rather than one long essay. When combined, these six parts make up the components of a whole, complete scholarship essay. It is important that you answer each question completely and do not exceed the maximum word count indicated. This section is one of the most important parts of your application, as this is how the scholarship committee members will get to know you and determine if you are the right person to receive a scholarship. It is very important that you proofread and correct spelling and grammar errors.

How do I request a Letter of Recommendation?

In the *Letter of Recommendation* section of the General Application, click on the “Add a New Reference” link. You will then fill in the name and email address of the individual from whom you are requesting a recommendation.

This individual will receive an email with instructions for uploading their letter of recommendation to your application online.

How many letters of recommendation do I need and whom should I ask?

You need one letter of recommendation. A recommendation may be provided by a teacher, counselor, supervisor at work, coach, etc. The letter must NOT be from a friend or family member. A recommendation from a friend or family member will not be accepted and will cause your application to be *disqualified*.

Where do I provide my current transcripts?

The last question in the *Academic Information* directs you to upload your unofficial transcript from your most recent educational institution attended. All applicants are required to upload a complete copy (all courses, grades, and cumulative GPA) of your UNOFFICIAL transcript from your most recent educational institution attended, whether that is high school, Waubonsee, or another college or university. Transcripts submitted to Admissions are NOT available for the purposes of this scholarship application. The required format is PDF.

Uploading your unofficial transcript is just like attaching a file to an email. If your unofficial transcript is unreadable or cannot be opened, your scholarship application will be considered INVALID.

How will I know if I receive a scholarship?

You will receive an email from our office advising you whether or not you have been selected to receive a scholarship. This email will be sent to the address that you used on your scholarship application.

How do I gain access to my scholarship award?

Most scholarship awards are credits on your Waubonsee student account to cover tuition, fees, and/or books for the fall semester. If, after the fall semester, there are any remaining funds still available, they can be used for the spring or summer semesters. If you do not register for the fall semester, your scholarship will rollover to the spring semester. If you do not register for either the fall or spring semester, you will lose your scholarship. Scholarships cannot be used ONLY in the summer term.

There are a few awards called “refundable credit” awards. These awards are given as a credit on your student account, but, unlike other scholarships, a “refundable credit” will be used first to pay for any past due balance. If you do not have a past due balance, you may use the credit to pay for the upcoming fall tuition, fees, and/or books or you may request a refund be sent to you. This request should be made through the Student Accounts Office. If you are selected to receive a refundable credit award, this information will be provided with your scholarship information.

Scholarship credits may not immediately show up on your account, but they are there! If, as a scholarship recipient, you register for classes and it shows a balance due, please check back within 1-2 business days to see if the credit has shown up. If it has not, please contact the Student Accounts and Cashier Office at (630) 466-5705. If your scholarship allows you to use excess funds for books, you may request a book voucher from the Financial Aid Office at (630) 466-5774. Note: awards may ONLY be used for books, not supplies unless the scholarship description specifically indicates otherwise.

Are there any other requirements of me if I receive a scholarship?

If you are selected to receive a scholarship and find that you will not be attending Waubonsee or otherwise cannot use your scholarship, you must contact the Development Office right away so we can award the scholarship to another student. After accepting a scholarship award, all recipients are REQUIRED to complete post-award acceptance items to secure their scholarships, which includes uploading a photo and writing a thank you message to the donor. More detailed information about these post-award acceptance items will be provided in the email notifying you of your scholarship award if you are selected.

What if I have questions?

If you have questions about the application or the scholarships themselves, please contact the Development Office at (630) 466-2316 or foundation@waubonsee.edu.