Scholarship Application Process

Thank you for your interest in Thompson Education Foundation scholarships! TEF offers a variety of scholarships to support your next educational choices. The TEF scholarship application is for Thompson School District students who are graduating and making plans for postsecondary education, whether a 4-year, 2-year or trade school/certification program. This guide is intended to help you navigate the application and answer any questions you may have. If you’re still needing assistance, please don’t hesitate to reach out to Eowyn Sanders at info@thompsontef.org with any questions.

FIRST STEPS

There are a few things you’ll need to have completed before starting your TEF Scholarship application:

- Fill out and submit your FAFSA Application
- Receive your FAFSA Submission Summary after completing your FAFSA
  - To account for FAFSA delays in 2024, you can use your confirmation email that you receive after submitting your FAFSA
- Have the email addresses of two people that will write you letters of recommendation - one must be an academic recommendation (teacher)
- Have the email of your high school counselor

Once you have these completed, you’re ready to get started!
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CREATING AN ACCOUNT

The link to Foundant where you will be applying is: https://www.grantinterface.com/Home/Logon?urlkey=tefscholarship.

That will take you to this log in screen.

If this is your first time on the platform, you will need to create a new account. Please use an email that you will check regularly after you graduate (not your TSD account). It can be yours or your parent/guardian's.
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**DASHBOARD**

After signing in to your account, you will see your dashboard. The home icon will take you back here from any page in the application.

Click on either “Apply” button to get started.

**APPLICATION**

You don’t need an access code for the scholarship application, so it will appear right on the page. Just click “Apply” and you are set!
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FINANCIAL INFORMATION

You will need to upload a PDF of your FAFSA Submission Summary (FSS) that contains information on your Student Aid Index (SAI). If you have completed your FAFSA but have not yet received your FSS, you may submit a screenshot of the confirmation email as long as it contains your SAI information.

*FAFSA Submission Summary*
Upload a pdf of your FAFSA Submission Summary (FSS) page that includes your Student Aid Index (SAI). We only need the page that shows your name and SAI. Please be sure both your name and SAI are clearly visible.

Note: If you have submitted your FAFSA but have not yet received your FSS, we can accept a screenshot pdf of your FAFSA submission confirmation email that provides your estimated SAI. Be sure your name and the estimated SAI are clearly visible.

If you do not provide an upload of your FSS or the submission confirmation email, you may not be eligible for financial need scholarships.

LETTERS OF RECOMMENDATION

You will need to list two people who will be completing letters of recommendation for you. One of them must be an academic recommendation, like a teacher. Be sure to explain their relation to you.

*Letters of Recommendation Summary*
List two (2) people who have written letters of recommendation for you. One of the letters must be from an academic recommendation (teacher).

Please use a separate line for each person and include name and capacity in which they know you (e.g., Ann Smith, Social Studies Teacher or Bill White, Family Friend).
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You will also need an **accurate email address** for each person completing a letter of recommendation for you (2 required). Once you submit their email with your application, the scholarship system will send an email inviting them to upload their letter. **Be sure to spell their email correctly - the two letters of recommendation are required in order to be eligible.**

You will need to send an email of your own to each person in the text box provided. We have already written a template that you can copy and paste.

**COUNSELOR APPLICATION REVIEW**

In order to submit the application, you’ll need to provide your counselor’s email address and compose an email to them so they can complete their evaluation of your application. **Be sure to spell their email correctly to ensure your counselor receives it.** Applications that have not been reviewed by a counselor can not be considered.
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You can use the suggested email prompt, or you can type your own. You will need to send the email to your counselor in order to submit your application.
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CONFIRMATION & DASHBOARD

You can access your application as many times as needed until you are ready to submit. Once you click submit, no changes can be made. You will receive an email confirmation after submitting your application.

After you’ve finished the master application, you will see all of the scholarships you’re eligible to apply for based on the information you provided in your application.
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Some of these scholarships will require supplemental information. You will **automatically** be applied for the scholarships that **do not** require supplemental information. It is optional to apply for the scholarships that require extra information. If you do not wish to apply to those, you may choose the "Abandon Request" button to opt out of a scholarship you do **NOT** want to apply for.

You will see a list of the applications that require additional information from you.

We will ask for supplemental information for the following:
- 2024 Suthi & Ann Bunyon Music Scholarship
- 2024 HE/MAX Alliance Local Excellence Scholarship
- 2024 Loveland Rotary Academic Scholarship
- 2024 Loveland Rotary CTE Scholarship
- 2024 Live Love Laugh Believe Scholarship
- 2024 Jabally Community Service Scholarship
- 2024 Law Office of McFarland & Lord Scholarship
- 2024 Sierra Marie Krizman Memorial Scholarship
- 2024 Loveland Philo Scholarship

Click on “Continue” to complete the supplemental information.
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The application will walk you through each scholarship that requires additional information. You can save at any time and come back to finish your application later.

You can view the status of your applications and edit your drafts from your dashboard.

You can edit any of your supplemental information drafts until the application deadline, but you cannot edit the actual application once it has been submitted.

Thank you for your interest in Thompson Education Foundation scholarships! Please feel free to contact TEF if you have any additional questions about the application process.

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