

SCHOLARSHIP PROGRAM
******IMPORTANT INFORMATION & INSTRUCTIONS******
2015-2016 ACADEMIC YEAR

- Read and complete the Acceptance/Rejection Task in your SFSB FluidReview profile by June 15, 2015**
 - This task will become available on your account starting May 29, 2015. If you have changed your college choice or major, you will provide this new information after clicking "accept" in this task.
- Type a thank-you letter to the award sponsor(s). DEADLINE: June 15, 2015**
 - This task will become available on your account starting May 29, 2015. Address the letter to the name of the scholarship fund listed on your award notification. This information is also available in your online account.
- To receive your award check each term: upload a copy of your class schedule EACH TERM as soon as possible!**
 - At the **beginning** of **EACH** quarter/semester, upload a copy of your schedule of classes, showing that you are enrolled full-time in a minimum of 12 units, to the Scholarship Foundation (or the equivalent of full-time status for your program). For more information, click [here](#) or visit our website www.sbscholarship.org, click on 'Students' and 'Scholarship FAQs'. In winter and/or spring quarters or semesters, you are also required to upload a grade report showing your grades for the previous term **and** that you completed 12 units in satisfactory academic standing (2.0 cumulative GPA and above).
- Be aware of enrollment and eligibility guidelines.**
 - You are required to **complete** a minimum of 12 units of college-level work in **satisfactory academic standing (2.0 GPA or above)** each quarter/semester (some graduate-level students may differ in units). Failure to complete the minimum units or achieve a 2.0 GPA may result in cancellation of your award, and/or required re-payment of the award. *The Foundation does not offer student aid for summer sessions, research, special projects, part-time studies, distance learning or executive MBA-type programs or any college or vocational school that has not received approval from the U.S. Dept. of Ed. for federal student aid funding (please note, online courses will be accepted as long as they are taken from the same approved institution and do not exceed more than half of the required minimum full-time units).*
- Upload a copy of your financial aid summary from your college or online student portal by August 1, 2015**
 - This final summary should list educational assistance from any other source, including scholarships, grants, and loans. Upload this information to your SFSB FluidReview account. Please login to your account after May 29, 2015 for more details.
- Notify the Scholarship Foundation IMMEDIATELY:**
 - If you change your college, major, or withdraw from school. This award is made **only** for **full-time** attendance at the institution you reported to us and was approved by April 1, 2015. **Please note all school changes received after April 1 cannot be processed until June and could result in adjustment or cancellation of the award based on the change of school. You will be contacted via email after you have provided this information in the online acceptance process and your file has been reviewed by a program administrator.**
 - If you change your permanent or school address, email or telephone number. Email info@sbscholarship.org with your full name and updated contact information. **REMEMBER:** It is your responsibility to ensure that all data in your scholarship file is complete and accurate. **PLEASE NOTE THAT THE FOUNDATION WILL COMMUNICATE WITH YOU PRIMARILY THROUGH EMAIL. Be sure to check your spam/junk filter regularly and add the Foundation to your contact list.**

****NOTE****

- After you have uploaded satisfactory verification of your enrollment, an award check will be processed. **IMPORTANT: IT WILL TAKE APPROXIMATELY 2 WEEKS FOR A CHECK TO BE DISBURSED TO YOUR COLLEGE.**
- Payment of the scholarship award will be made on a quarter or semester basis, according to your college's calendar -- for fall, you will receive 1/2 of the award if a semester system, or 1/3 of the award if a quarter system. The rest of the payments follow the same pattern. The award will be cancelled if the Foundation does not receive proof of enrollment by the Foundation deadline each term.
- Funds are forwarded to the Office of Financial Aid at your college. No payments are made directly to a student or to any other agency or intermediary. Students must deposit or cash each term's award check immediately upon receipt, or the Foundation may place a stop pay on the check and cancel the payment. **It is the student's responsibility to assure scholarship disbursements mailed to the school's financial aid office are processed in a timely manner.**
- This award is valid for the 2015-2016 academic year only. No holdover or guarantee of any kind is made for a future scholarship award. It is solely your responsibility to complete the application each year (found on our website) and meet all deadlines if you wish to be considered for a scholarship award in a future year. The deadline for re-applying for 2016-2017 is January 31, 2016.