

# I applied for a scholarship. What happens next? (updated 12/29/2012)

1. Selection Results for most scholarships will tentatively be made on or after June 10. We will list the names of scholarship recipients on our Foundation webpage by mid-June. If you see your name listed on the website, but do not receive an email notification, please contact us by sending an email to **LCCScholarships@lanecc.edu**. Put your **Full Name** and **Notification Question** in the subject line of your email. You may first want to check your email spam folder to see if the notification was placed there.

## **Please do not call the Foundation office for results!**

Some scholarships have later application deadlines. In these cases, results will not be available until later. Dates to accept or decline your scholarship will be listed in your official notification email.

3. **OFFICIAL NOTIFICATION – ACCEPTING/DECLINING YOUR SCHOLARSHIP:** Official notifications will be emailed to you. The email will be coming from Foundation@Lanecc.edu. This email will contain detailed directions for accepting or declining your scholarship using an online process. Part of the online confirmation will include writing a thank you letter to the donor who provided your scholarship. You must complete this online confirmation by the date indicated. For questions on your award, send an email to **LCCScholarships@lanecc.edu**. Put your **Full Name** and **Notification Question** in the subject line of your email. If you fail to complete the online confirmation by the specified deadline, your scholarship will be forfeited

***Notifications will be mailed to students who have been awarded a scholarship. We do not send results to students who have not received scholarships.***

4. **KEEP YOUR CONTACT INFORMATION UPDATED.** When you apply for Foundation Scholarships, you will be asked to provide a valid email address, phone number and mailing address. We use this information to send our important information to scholarship recipients. Updating your information on MyLane does not update information contained in your scholarship application. Please let us know when your contact information changes.

5. **OTHER FREQUENTLY ASKED QUESTIONS**

### **I was notified that I received a scholarship, but I have not received a confirmation email.**

Call the Foundation Office to verify your email and mailing address. We use the addresses from your scholarship application for other reasons throughout the year. If you have moved, we may have inaccurate information. The Foundation Office has a separate database and updating your contact information through the college (MyLane) does not update our records.

### **I received a scholarship, but the money is not in my student account.**

Scholarship money will be applied to student accounts in three equal installments (Fall/Winter/Spring). The first installment will appear in your account around the second week of October. You can view this information via MyLane.

### **I would like to use my scholarship award to purchase books.**

Students wishing to purchase books with their scholarship award must go to the Student Accounts Service Counter in the college bookstore. Staff will be able to assist you there.

### **If your account has a hold on it for any reason, your scholarship information will not appear on MyLane.**

Full-time enrollment is required for most scholarships, as well as satisfactory progress. If you do not meet these requirements, you may not receive your award.

### **I will be receiving a scholarship, but I have special circumstances that I would like to have considered.**

You will need to fill out a **FOUNDATION SCHOLARSHIP EXCEPTION REQUEST** in order to determine if you can maintain your scholarship. The form can be found on the Foundation website:  
<http://www.lanecc.edu/foundation/scholarshipopps.htm>

## Steps required to finalize a scholarship award.

If you are selected as a scholarship recipient, these steps **must** be followed to receive your award.

1. Complete your online scholarship acceptance which will include a required thank-you note for your donor by the date specified in your Notification Email. If you fail to do this, your scholarship will be forfeited.
2. Attend the annual Shining Star Scholarship Reception.
3. Maintain specific enrollment status as indicated by the scholarship criteria, and make satisfactory academic progress in order for the award to remain intact for the next term.