



SCHOLARSHIP INSTRUCTIONS

Introduction

John Tyler Community College Foundation scholarships are funded by the generous gifts of donors. The Foundation offers a variety of scholarships. Note: Not qualifying for Financial Aid does not mean that you will not qualify for a JTCC Scholarship.

Evaluation Process

Applicants will be considered for ALL Foundation scholarships for which the applicant meets the minimum criteria and has submitted all required documentation. Scholarships with additional required documentation are listed on page 5. Scholarship applications are evaluated based on grade point average, financial need, essay responses, recommendation forms, spelling and grammar.

Application Deadlines

Application packages must be postmarked or hand delivered by the deadlines listed. Faxed packages will not be accepted. *For consistency in college publications, deadlines do not typically change from year to year. If a published deadline falls on a weekend, then the following Monday at 5:00 pm serves as the deadline.*

Deadlines:

- JTCC International Studies Scholarship for summer study abroad – **April 1, 2010**
- All other scholarships – **May 1, 2010**

Minimum Qualifications

- Submit one complete scholarship package prior to the appropriate deadline.
- Possess a 2.5 minimum cumulative grade point average (GPA).
- Be enrolled or planning to enroll in a certificate and/or degree program at JTCC for the upcoming academic year. *Students must be officially enrolled in a certificate or degree program before scholarship funds will be disbursed.*
- Have in-state tuition status.
- Have a completed, current Free Application for Federal Student Aid (FAFSA) on file at JTCC on or before the scholarship deadline. Be sure to list JTCC as one of your school choices on the FAFSA.

Application Package

A completed application package includes:

- One typed, completed and signed application form. Computers are available on both the Midlothian and Chester campuses and may be used to complete the application.
- Five typed stapled sets of the essay questions and answers with your Student ID on each page.
- Two completed and signed recommendation forms. Recommendation forms should be filled out and given back to you in a sealed envelope. Do not have the recommender send in the form separately.
- Completed, current Free Application for Federal Student Aid (FAFSA) on file at JTCC on or before the scholarship deadline.
- If not a current JTCC student, include an "official", sealed transcript from your current or previous institution in your application package.
- Additional documentation. (See the list on page 5 to determine if a particular scholarship you would like to receive has additional requirements.)

The JTCC Foundation reserves the right to eliminate any incomplete, unsigned, late and/or illegible applications. **Incomplete application packages will be disqualified.**

Submission of Completed Applications

Return completed and signed application packages to:
John Tyler Community College Foundation, Inc.
ATTN: Kelly Raines Sullivan, Scholarship Coordinator
800 Charter Colony Parkway
Administration Building
Midlothian, VA 23114-4383

Application packages should not be submitted or accepted by any office or department other than the JTCC Foundation. Submitting your application package to another department may delay the package's arrival in the JTCC Foundation Office and will be disqualified if arrival is after the deadline.

Conditions for Scholarship Funds

Scholarship awards are subject to the availability of funds and may be used only for tuition, books and fees required for courses taken at John Tyler Community College during the year of the award and/or as specified by the Notification/Acceptance Forms signed by recipients of the scholarships.

Communication and Notification to Applicants

You will be contacted by the Foundation Office, so make sure your email address, phone numbers and address provided in the application are accurate. Scholarship decisions are made in a timely manner; however, do not wait for a scholarship notification letter before registering and paying for your tuition, fees and books. If you are awarded a scholarship, you may be eligible for reimbursement for some or all of these expenses. All scholarship applicants – whether offered a scholarship or not – will be notified by mail by August 1.

Acceptance of a Scholarship and Demonstration of Gratitude to Donors

The JTCC Foundation requires each scholarship recipient to write a thank you note to their scholarship donor and also requires attendance at Scholarship Celebration Night. These are small, yet very important ways of thanking those who invest in your education. In the event that you receive a scholarship, mark your calendar now for Scholarship Celebration Night on **Wednesday, August 18, 2010**. Scholarship donors will also be invited to attend. This fun-filled evening will be held at the Nicholas Student Center on the Chester campus and will give recipients an opportunity to meet their generous donor or representative from a donating company. *Attendance at this event is mandatory for all scholarship recipients.*

Serving as Ambassadors

You may be asked to serve in a public relation capacity as a JTCC Ambassador. For example, throughout the year you may be asked to attend special events or legislative visits to represent the College.

Questions concerning the JTCC Foundation scholarship program may be directed to: Kelly Raines Sullivan, Scholarship Administrator at kraines@jtcc.edu or (804) 594-1574. Information on our nondiscrimination policy can be found at www.jtcc.edu.