HOW TO APPLY FOR A TEXTBOOK SCHOLARSHIP

1. Visit the Foundation's **Scholarships and Textbook Assistance** web page located at www.centralgatech.edu/foundation/scholarships.html and read ALL of the information located in the Textbook Scholarship section (click on the + to expand each subsections):

Textbook Scholarship

Thanks to the generosity of our donors, the Foundation can assist students with the **Textbook Scholarship**. With the Textbook Scholarship, you can submit an application and check the status online. If you are awarded a Textbook Scholarship, the scholarship will be applied directly to your student account to use in the bookstore on the Warner Robins, Macon, or Milledgeville campus. (This does NOT affect the Lending Library offered by Special Populations services).

Funds are limited and assistance will be provided on a first-come, first-served basis.

+ **How to Apply for the Textbook Scholarship Online**

+ **Frequently Asked Questions**

+ **Help**

2. The link to AwardSpring, the online scholarship system, can be found in the **How to Apply for the Textbook Scholarship Online** section; when you click the link, you will be taken directly to AwardSpring:

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STOP	**BEFORE COMPLETING THE INFORMATION ON THE SIGN IN SCREEN: Have you EVER used the online scholarship system for any scholarship issued by the CGTC Foundation?**

YES 1. Enter your email address and password 2. Click the **Sign In** button	**Sign In** Email
YES, BUT I FORGOT MY EMAIL ADDRESS 1. Call tech support at 1-888-258-5628 2. Do NOT set up a new account using a different email address	
YES, BUT I FORGOT MY PASSWORD 1. Click **Forgot password** 2. Enter the email address that you used to set up your account 3. Click the **Reset Password** button 4. Check your email for instructions on how to reset your password	Password Forgot password Sign In
I CAN'T REMEMBER 1. Call tech support at 1-888-258-5628	**Don't have an account?**
NO 1. Click the **Register** button 2. Complete the information on the **Register** screen 3. Click the **Create Account** button	Register
If you have ever used AwardSpring for any scholarship offered by the Foundation, do NOT register for a new account. Accounts determined to be duplicate accounts will be deleted, which can affect scholarship eligibility.	

3. Once you have logged into AwardSpring, you will be at the main Dashboard; click the **Start Application** button to begin your online scholarship application:

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Dashboard	Application
Scholarships	0% COMPLETE — Start Application
Application	**1** Item requiring completion — Scholarships closing in **75** days

   a. Answer the questions on each tab of the application; click the **Next Step** button at the bottom of each page to move to the next section of the application.

   b. As you move through the application, the **Submit Application** at the bottom will not be enabled until you have answered all parts of the application. Once the application has been completed, the **Submit Application** button will turn yellow. Click the **Submit Application** button to submit your application.

4. Once you submit the application, you will be taken back to the main dashboard.
   a. If you do **NOT** meet the eligibility requirements for the Textbook Scholarship, you will **NOT** see any scholarships listed after you submit the application:

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   - **Dashboard**
   - **Scholarships**
   - **Application**

   You did it!
   Nothing left to complete. Way to go!

   0 Items requiring completion   **0** Applied scholarships
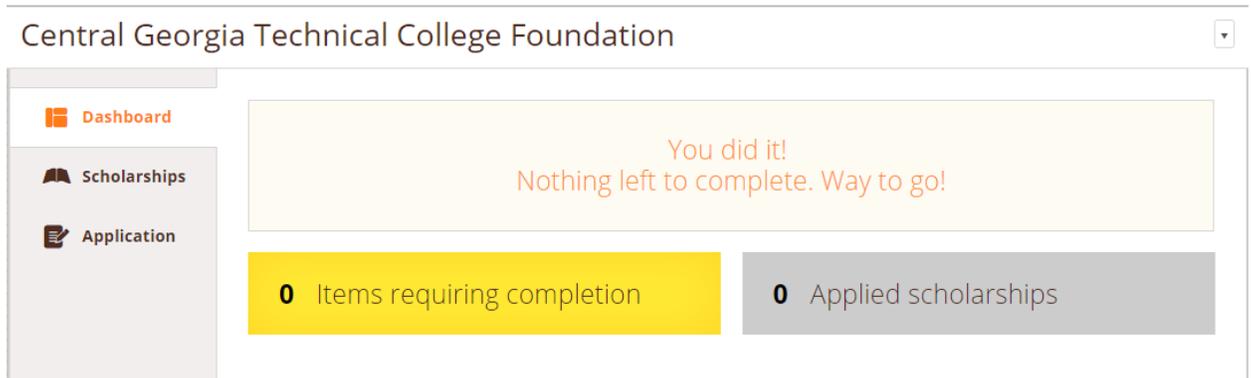
   Clicking on the **Scholarships** tab will show that you are not eligible for the Textbook Scholarship:

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   - **Dashboard**
   - **Scholarships**
   - **Application**

   ## Scholarships

   Filter ▾

Scholarship Name ⇕	Award ⇕	Deadline ⇕	Status
CGTC Foundation Textbook Scholarship This scholarship provides a credit, which will be applied directly..	N/A	📅 Due May 31, 2016	Not Qualified
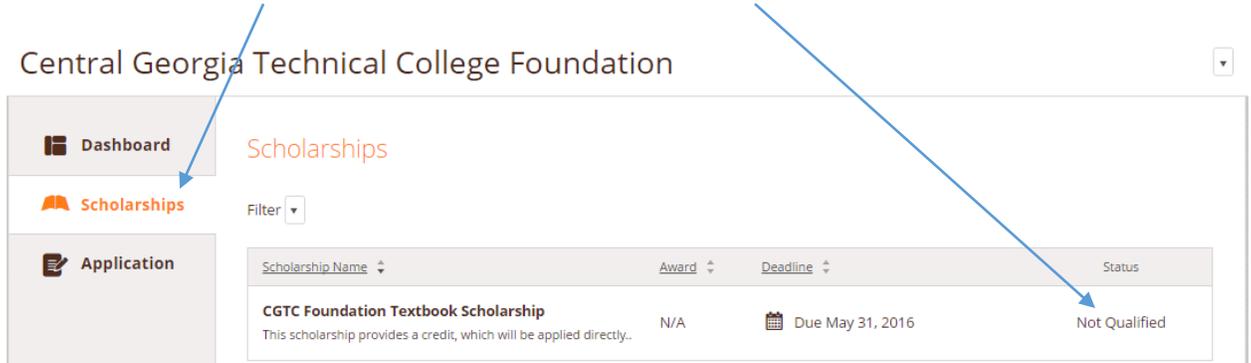
   b. If you **ARE** eligible for a scholarship, you will see the following content on the next screen:

   # Central Georgia Technical College Foundation   rparks

   - **Dashboard**
   - **Scholarships**
   - **Application**

   You have some follow-up work to do.
   Click "Complete Follow-Up" in the boxes below.

   1 Item requiring completion   **0** Applied scholarships

   ## Follow-Ups

   CGTC Foundation Textbook Scholarship
   Due 5/31/2016
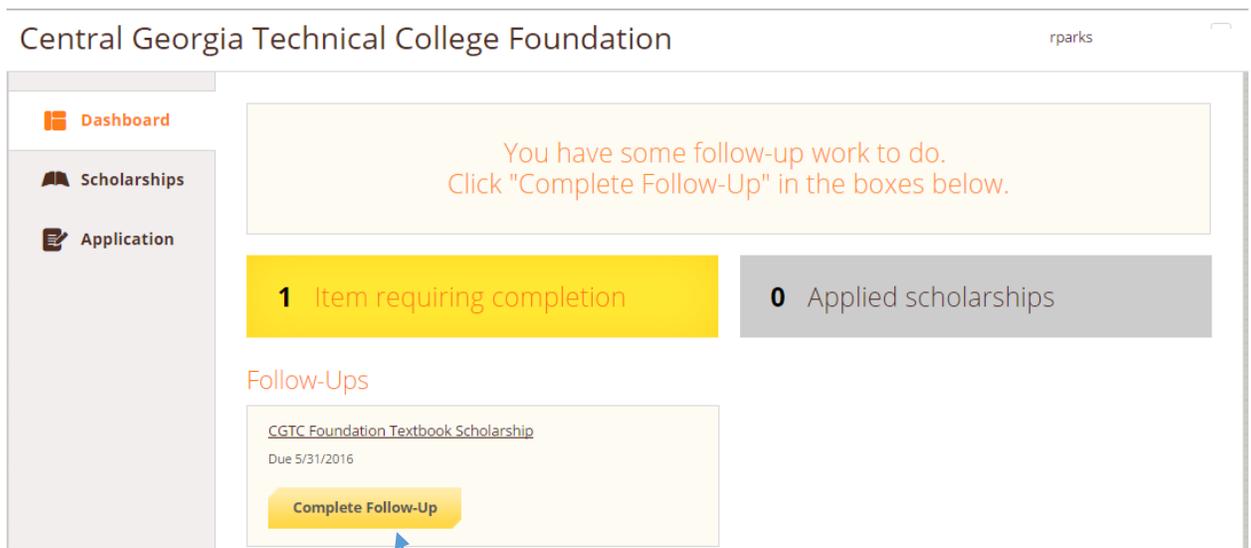
   Complete Follow-Up

   c. Click the **Complete Follow-Up** button to apply for the scholarship

   d. You must complete the information on the next screen to actually apply for the Textbook Scholarship.

e. Once you submit all of the information, the **Submit Application** button will turn yellow. Click the **Submit Application** button.

Apply for this Scholarship

Date of Application (today's date)

03/17/2016

What is the TOTAL cost of ALL textbooks that you will need for the upcoming semester?

2 word(s) left

$560.32

Do you understand that failure to provide an accurate amount for the cost of textbooks can adversely affect your eligibility for this scholarship?

● I understand.

Do you understand that we cannot evaluate your application until ALL financial aid has posted to your student account?

● I understand

Do you understand that you will not be eligible for this scholarship if you have a HOLD on your account?

● I understand

✓ Great! You have answered all required questions. Now click the Submit Application button.

Submit Application

f. You will be taken back to the dashboard, where you will see that you have applied for a scholarship:

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- Dashboard
- Scholarships
- Application

You did it!
Nothing left to complete. Way to go!

0 Items requiring completion

1 Applied scholarships

g. Click on the **Scholarships** tab and you will see **Applied** as the status:

5. You may log back into AwardSpring at any time to check on the status of your application.
   a. Applied: You have submitted your application and are waiting for a decision to be made. Remember: your application cannot be evaluated until ALL financial aid information has posted to your student account.

   b. Awarded: You have been awarded a Textbook Scholarship. Check the email that you used in AwardSpring for additional information.

   c. Denied: You were not selected to receive a Textbook Scholarship. Check the email that you used in AwardSpring for additional information.