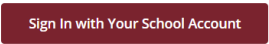


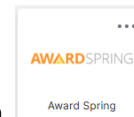
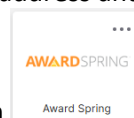


HOW TO APPLY FOR A TEXTBOOK SCHOLARSHIP

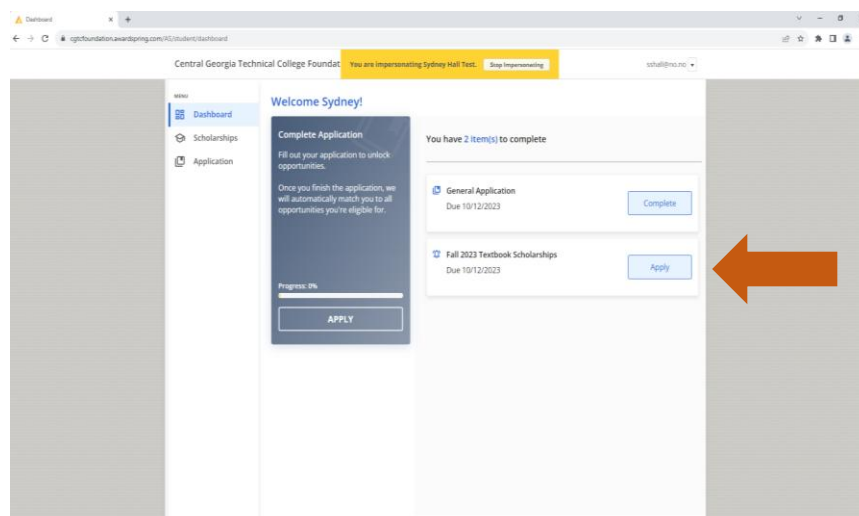
Getting Started

1. Visit <https://www.centralgatech.edu/foundation/scholarships> and read the information provided and read ALL of the information located in the Textbook Scholarship section.
2. CGTC Foundation scholarship applications are online through AwardSpring. There are a few ways to navigate to AwardSpring:
 - On <https://www.centralgatech.edu/foundation/scholarships>, you can click the image that says, “click here to apply for scholarships.”
 - On <https://www.centralgatech.edu/foundation/scholarships>, you can click, “click here to apply for scholarships on AwardSpring.”
 - Navigate your internet browser to <https://cgtcfoundation.awardspring.com>
 - i. Click . It will take you to SingleSignOn. Log into SingleSignOn using your school email address and password. Once logged into SingleSignOn, click the

AwardSpring application



- Log into SingleSignOn and click the AwardSpring application
3. After logging in, you will be at the **Dashboard** for the online scholarship system.
 4. When you're ready to begin your application, click the “Apply” button for the appropriate semester's Textbook Scholarships application. You will NOT complete the General Application. Example:



Completing the Application

- Answer all questions on the application.
- **You MUST upload a picture or copy of your receipt from purchasing your required textbooks OR if you opted into BibliU eBooks, you must upload a screenshot of your Banner account charge(s) that shows “CRN Book Charge.” The items purchased, date purchased, and method of payment MUST BE VISIBLE in the image(s).**
 - Please note, this does not mean you can upload your syllabus, a picture of your books and the prices, a list of your books required, or cost amount of textbooks needed. You must show proof through uploading a receipt(s)/screenshot(s) that you purchased your textbook(s) for this semester.
 - You can only upload one file, so if you have multiple receipts, you will need to upload a Word or PDF document that has all receipts included.
 - Every campus Library has a scanner. Please utilize the Library if you do not have access to a scanner.
- Required textbooks include: textbooks, program supplies (like cosmetology and welding kits), digital course materials such as SAM and MyMathLab, and BibliU eBooks.
 - Textbook Scholarships are not awarded for supplemental materials, only required textbooks or kits.
- 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.
- Once you submit the application, you will be taken back to the Dashboard. Again, you will not complete the General Application.

Next Steps

- You can check the status of your scholarship application at any time by going to the Dashboard. If you are selected to receive a scholarship, you will receive an email. You will be notified via email whether you are awarded or denied a scholarship.
- If you are awarded a scholarship, your award will be processed through the Business Office. Your refund will be processed and sent to BankMobile. Depending on how your BankMobile account is set up to receive refunds is how you will receive your scholarship money. If you have any questions regarding BankMobile, please contact the Cashier at 478-757-3412. Please follow this link to set up your BankMobile account and to check on your refund preference:
<https://www.firstcarolinabank.com/disbursements/refund-choices>.
 - If you have a balance, please pay it as soon as possible. If you have a balance, you can apply your Textbook Scholarship award amount to your balance. Please notify the Cashier if you wish to do this.

Help

- For questions about your online scholarship application, contact AwardSpring technical support at 1-888-258-5628, Monday through Friday, 9:00 AM - 8:00 PM, or send an email to **support@awardspring.com**.
- If you have been awarded a scholarship and have questions, please contact Sydney Hall at (478) 476-5172 or via email at sshall@centralgatech.edu.