

Scholarship Recipient Instructions Sheet

This document outlines the additional steps required from scholarship recipients in order to make the scholarship payment to your accredited post-secondary institution (college or university).

Important Information

- Scholarship recipients must be attending an accredited post-secondary institution. Greater Toledo Community Foundation is legally not allowed to pay scholarships to for profit institutions.
- All questions should be directed to the Scholarship Officer at Scholarships@toledocf.org.

Early June

- Update your Account Information on the Scholarship Portal as all future communication regarding this scholarship will be conducted via email. It is your responsibility to ensure we have your primary email address as to not miss any important communication.

July 8

- The online Scholarship Recipient Form must be completed by this date to ensure a timely payment.
- If this form is not completed by the due date, your payment will be delayed.
- If you won't be able to complete this form by the due date, contact the Scholarship Officer at the Foundation so arrangements can be made.

Late July

- One check of the full awarded scholarship amount will be mailed directly to your accredited post-secondary institution in late July for recipients who completed forms by the due date.
 - Recipient in Mexico: Your payment will be mailed to our partner community foundation in California, International Community Foundation (ICF), who works with our fiscal sponsor, Fundación Internacional de la Comunidad A.C. (FIC), to hand deliver your payment to your educational institution's assigned bank. FIC will contact you regarding eligible expenditures of funds and any reporting requirements. Please note that you will need to ask the school to issue an invoice to FIC. This invoice may only include tuition costs.
 - International Recipients not in Mexico: Your payment will be wire transferred to your educational institution's assigned bank.

(Recipients in India: Your educational institution must have an account with the State Bank of India for the Foundation to complete your scholarship payment.)

- The financial office at your school can anticipate receiving your scholarship payment in early August.
- It can take up to a week for your school to physically receive the scholarship check.
- Depending on your school, it may take a few weeks for them to process your scholarship and apply it to your student account.
- If your fall semester final payment deadline is prior to August 10, you may want to ask your school financial office to expedite applying your scholarship payment to your student account.

August 10

- Please do not contact the Foundation regarding your scholarship payment prior to this date as we will be unable to provide you with any additional details.
- Before contacting the Foundation, make sure to contact your school's financial office as they may have received your scholarship payment, but have not applied it to your student account yet.
- Remember that this time is extremely busy for your school's financial office so be patient.

August 31

- Unless previous arrangements have been made with the Scholarship Officer at the Foundation, individuals who have not completed the online Scholarship Recipient Form by this date will forfeit their awarded scholarship.