



Volunteering • Giving • Enriching Lives

Roswell Woman's Club Scholarship Application Applicant Instructions

1. All information regarding the 2017- 2018 scholarship application process can be found at www.roswellwomansclub.org/scholarship_applications.html.
2. **Roswell Woman's Club no longer will be retrieving scholarship applications from the high schools. All scholarship applications are to be submitted electronically.**
3. There are significant changes to the scholarship application process. Please review carefully and direct all questions to scholarship@roswellwomansclub.org.
4. The application contains three main sections and can be downloaded from www.roswellwomansclub.org/scholarship_applications.html.
Only one copy of each section will need to be submitted.
The forms are in a PDF but the format allows for the documents to be downloaded and completed similarly to a word document. The document is protected so you will not be able to alter it in any way.
The documents must be downloaded and saved before completion. If this step is eliminated and the forms are completed before downloading/saving, the forms will appear to be blank when returned. These instructions apply whether you are using a PC or a MAC. Do not attempt to use Google Chrome or any other format other

than Adobe PDF. The same instructions apply to the Teacher Recommendation. Please note that photos of the application/teacher recommendation forms will not be accepted.

The application is comprised of three (3) separate parts:

Part 1: Roswell Woman's Club Scholarship Application Personal Data.

Part 2: Roswell Woman's Club Scholarship Application **

Part 3: Roswell Woman's Club Scholarship Teacher Recommendation. **It is your responsibility to follow-up with your Teacher for submission of this form which can be found at**

www.roswellwomansclub.org/scholarship_applications.html.

** It is your responsibility to have the school office send a copy of your transcript to scholarship@roswellwomansclub.org.

Your unique identifier will be the last four (4) digits of your Social Security number. Please add these four (4) digits to the end of the filename of your completed application by saving the PDF with the "save as" function. **For example, a student with the last four (4) digits of 5555 would save Part 1 as "*RWC Part 1 - Personal Information 5555.pdf*." The same applies to Part 2. Ask your teacher to do the same for the Teacher Recommendation form.**

5. The due date for the completed scholarship application and supporting documents will be 2/28/2018. You will receive a confirmation that your application has been received within five (5) business days of your submittal. If you do not receive a confirmation within that timeframe, please contact the Scholarship Chairman at scholarship@RoswellWomansClub.org.

6. Scholarship recipients will be notified before April 14, 2018. Scholarships will be awarded before the start of the 2018 fall term. Any scholarship recipient not enrolling in the fall term must notify the Scholarship Chairman of the Roswell Woman's Club at scholarship@roswellwomansclub.org or the awarded scholarship monies may be forfeited.
7. **Please note that in most cases the scholarship check will be made out to the institution the recipient is planning to attend, not to the recipient.**

