Congratulations on being awarded an Edmonds College Foundation Scholarship! Here are the next steps for you to take. Please read this document carefully, and contact us at foundation_scholarships@edmonds.edu if you have any questions.

There are several forms that you will need to fill out and submit to us via AwardSpring. They are:

- Scholarship Agreement
- 23-24 Relationship Disclosure
- Media Release
- Thank you letter
- **Encouraged:** a photo of yourself. (Please keep it professional - no filters, and only you should be in the photo.)

It is crucial that you ensure that your name, email, and ESPECIALLY your ctcLink ID are all correct. The information you submit on these documents is what we will give to Financial Aid so that they can make your award. Due to the volume of submissions, we **will not** check to make sure, so any errors will result in your funds being delayed.

The name of the scholarship you are receiving and the amount can be found in your original award email. That was sent to the email address that you used to create your AwardSpring account.

The deadline to submit these documents varies each year, but it will be clearly stated on AwardSpring. **Failure to submit all of your documents on time will result in your scholarship being forfeited and awarded to the next eligible student.**

Keep reading for instructions on how to get your documents and upload them to us.

To access your paperwork, you can log in to AwardSpring where your dashboard will show that you have Follow-Up documents to submit.

Click the yellow "Complete Follow-Up" button and you will be directed to a page where you can download each document and fill it out.

The name of your scholarship is at the top of the page. The amount you have been awarded can be found in your original award email. If you don't have that anymore, you can click on "Scholarships" on the left, then sort by "Award." You will need this information to fill out your Scholarship Agreement.
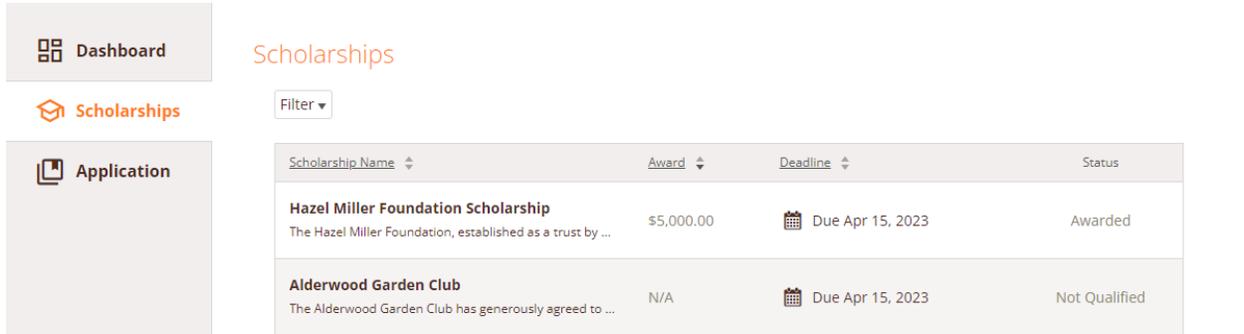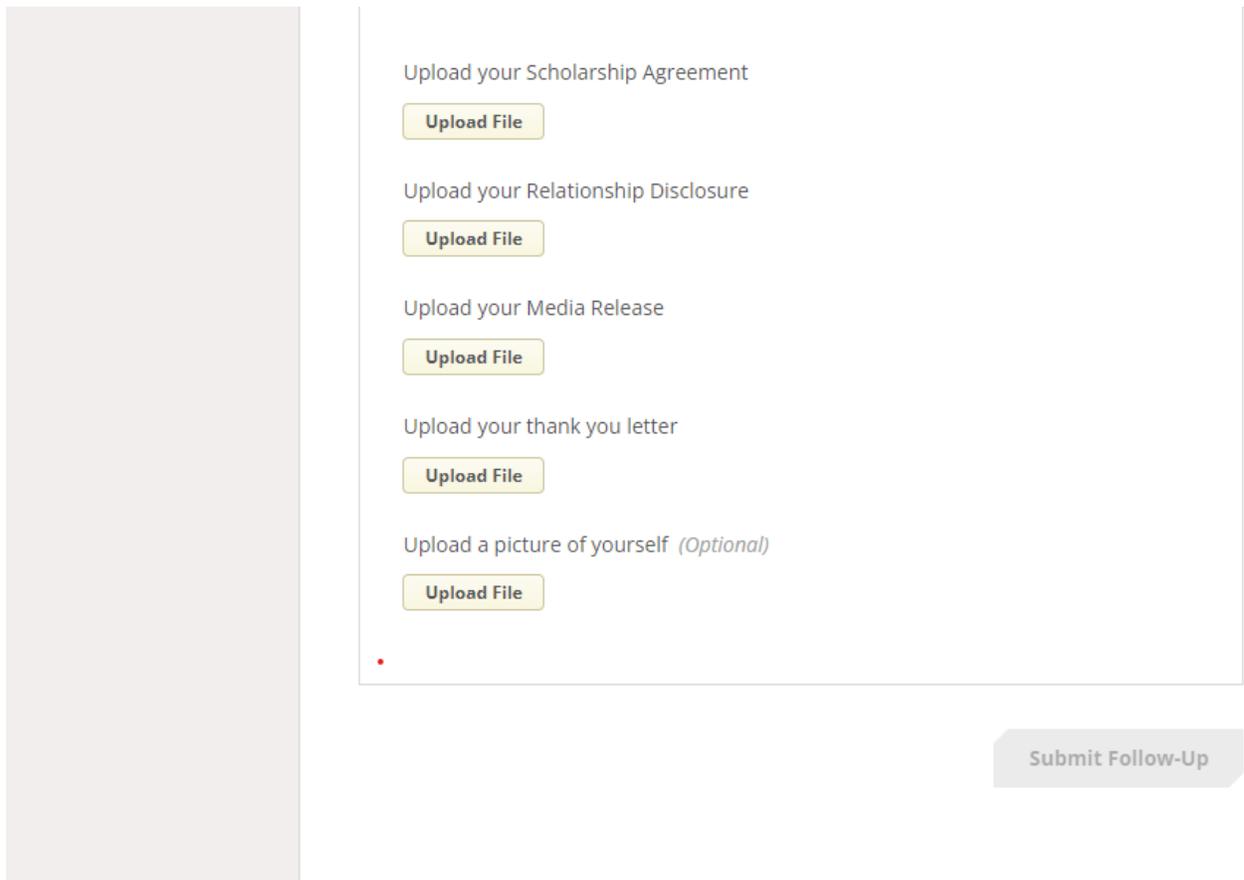
	Scholarships			
⊞ Dashboard	Filter ▾			
⌾ Scholarships	Scholarship Name ⇕	Award ⇕	Deadline ⇕	Status
▣ Application	**Hazel Miller Foundation Scholarship** The Hazel Miller Foundation, established as a trust by ...	$5,000.00	📅 Due Apr 15, 2023	Awarded
	Alderwood Garden Club The Alderwood Garden Club has generously agreed to ...	N/A	📅 Due Apr 15, 2023	Not Qualified

Once you have filled, signed, and dated all of the documents, written a thank you letter, and optionally selected a photo, you can upload your files on the Follow-Up page. Once all of the required documents have been attached, the "Submit Follow-Up" button will be yellow. Click it, and we will get your paperwork!

Upload your Scholarship Agreement

Upload File

Upload your Relationship Disclosure

Upload File

Upload your Media Release

Upload File

Upload your thank you letter

Upload File

Upload a picture of yourself *(Optional)*

Upload File

Submit Follow-Up

If any of your documents are not correctly filled, we will send them back to Pending status with a note about what needs to be fixed. You can resubmit any time before the deadline. Once we have accepted all your documents and processed your award, you will see this on your dashboard:

Congratulations!