

Cascade United Methodist Church

Higher Education Scholarship Program

Frequently Asked Questions

Please Note: In order to prevent your scholarship updates from going to your SPAM or Junk folder, please add higheredscholarship@cascadeumc.org to your contact list

Q	What are the eligibility requirements in order to apply for an award?
	You must be a full-time student attending an accredited college or university within the United States during the same academic year for which you submitted an online application (i.e.: by submitting an online application for the 2017-2018 academic year you are acknowledging that you will be attending college during the fall 2017 semester and/or spring 2018 semester). Consideration will be given to Cascade UMC members who are at least part-time students.
A	Please Note: award funds are not available for the summer semester.
Q	How many awards can I apply for?
	Each applicant can apply for 3 awards. All Cascade UMC graduating high school seniors who have been a member of the church for one year as of December 31 st of their senior year; submit an application and official transcript by the deadline are automatically eligible for one of the HECM Graduating High School Senior Awards based on their grade point average. The Graduating High School Senior Award will be included as one of the three awards.
A	
Q	Can applicants submit letters of recommendation instead of recommendation forms?
	Applicants have the option of uploading the recommendation form or a letter of recommendation in PDF format. The recommendation forms can be accessed at the HECM Scholarship Information website: http://www.cascadeumc.info/hecm_scholarship.html . Please Note: The recommendation form/letter must be signed and dated by the recommender. Electronic signatures will not be accepted.
A	
Q	How many recommendation forms are required if I apply for more than one award?
	Each award is different in reference to the number of recommendation forms that are required. For example, if one award requires 3 recommendation forms and the other 2 awards require 2 recommendation forms then the applicant should upload the MAX of 3 recommendation forms. One recommendation form can be used for all 3 awards.
A	Recommendation forms can be accessed at the HECM Scholarship Information website: http://www.cascadeumc.info/hecm_scholarship.html
Q	My recommender will only submit my recommendation form/letter to the scholarship committee. What steps should be taken to complete this request?
	The recommender should email the signed and dated form/letter to higheredscholarship@cascadeumc.org .
A	
Q	Is the award criteria based on my current or future classification?
	The award criteria is based on your classification for the academic year you submitted your application. For example: an application was submitted for the 2017-2018 academic year for an award that states freshmen and sophomores are eligible to apply. The applicant's classification must be a freshman or sophomore during the fall 2017 and/or spring 2018 semesters in order to be eligible for that award. This information will be confirmed prior to the disbursement of scholarship funds.
A	

Q	How many transcripts are needed per applicant?
A	<p>ONE unopened official transcript per applicant. The official transcript must include the applicant's most recent semester/quarter grades (i.e.: high school seniors should submit a transcript that includes the most recent grades from their senior year). Your unopened official transcript can be dropped off at the church or mailed to the following address:</p> <p>Cascade United Methodist Church Attention: HECM Scholarship Committee 3144 Cascade Rd. SW Atlanta, GA 30311</p> <p>Electronic official transcripts must be emailed directly from the school to highered scholarship@cascadeumc.org by 5PM EST on the 2nd Friday of February of each year.</p>
Q	Who do I contact for assistance with my online application?
A	<p>Send a detailed email to highered scholarship@cascadeumc.org or call (404) 582-0335 ext. 726 and leave a detailed message including your name and contact number. Please Note: if you are having problems logging in to the system send an email with the subject line - "Registration Error". Provide your name, email address and contact number that you registered with. Someone from the scholarship committee will provide assistance. Please DO NOT create multiple accounts.</p>
Q	How will I be notified if my application is complete?
A	<p>Applicants should review their application checklist and confirm that the required documents (i.e.: photo, recommendation forms, essays, etc.) were uploaded correctly using the appropriate format (PDF or JPEG) by viewing them within the application prior to submission. A confirmation email will be sent once your official transcript is received.</p>
Q	What are the character or page limits for essays?
A	<p>Each award is different. If an essay has a character or page restriction it will be listed within the essay title.</p>
Q	Which essay should be completed if more than one essay is listed per award?
A	<p>All essays must be completed in order to be considered for that award.</p>
Q	What size picture should be uploaded with my application and what format should be used?
A	<p>200 x 300 pixel; JPEG format. High school seniors are required to upload their high school picture or another professional photo. All other applicants should upload a high quality head shot photo.</p>
Q	How can I submit my online application and supporting documents if I do not have access to a computer and/or scanner?
A	<p>Office stores (i.e.: FedEx/Kinkos) and your local library may be able to assist you with your electronic needs. Please Note: the church office will not be able to assist you with submitting your online application and supporting documents.</p>
Q	What format should I use when uploading my recommendation forms, essays and other supporting documents?
A	<p>These documents should be uploaded in PDF format. A PDF converter is downloadable for free in Section VII of the online application.</p>
Q	Does the application have to be completed all at once or can it be saved and completed at a later time?
A	<p>The application can be saved and completed at a later time. Please Note: The online application will timeout if left idle for 20 minutes. The deadline to have your online application, supporting documents and official transcript submitted is 5PM EST on the 2nd Friday of February of each year.</p>

Q	When will I know if I received an award?
A	All applicants who submitted an online application and official transcript will receive a notification letter via email in April of the same year the application was submitted. Please Note: Submission of an online application, official transcript and supporting documents does not guarantee selection as an award recipient.
Q	If selected for an award how do I obtain my scholarship funds?
A	You must submit your completed award certificate and enrollment verification document from your college/university. This document will confirm your enrollment for the fall/spring semester of which you applied. The enrollment verification document should also confirm other criteria that is required for your award (i.e.: awards given for specific majors). Acceptable verification documents are based on the guidelines set forth by the HECM Scholarship Committee and will be clearly stated on your award certificate. The timeframe for which these documents should be submitted will also be stated on your award certificate. After these two documents are submitted & verified, your scholarship funds will be released. It takes approximately 2-3 weeks to process your scholarship funds once the required documents are submitted. Please Note: Award funds are not available for the summer semester.
Q	Can my scholarship funds be made payable to my school or another individual?
A	Scholarship funds will only be made payable to the applicant.
Q	My award check will be disbursed after my schools fees need to be paid. Can the scholarship committee write a letter to my financial aid office stating that I will receive a scholarship from the church?
A	The scholarship committee does not provide documentation for financial aid purposes. It is the student's responsibility to secure adequate funds to cover their school fees that are due prior to receiving our scholarships. Please Note: Scholarship funds are not intended to pay for your initial school fees and will not be available to do so

If you have additional questions please complete one of the following:

1. Review the Policies and Procedures document located on the HECM Scholarship Information website: http://www.cascadeumc.info/hecm_scholarship.html
2. Send a detailed email to highered scholarship@cascadeumc.org
3. Call (404) 582-0335 ext. 726 and leave a detailed message including your name and contact number.