Frequently asked questions

about VSAC-assisted scholarships

How do I apply for Scholarships & Tuition Benefit Programs?

- Log in to your MyVSAC account or create a MyVSAC account if you don't already have one.
- Click on "Work with Scholarships & Tuition Benefit Programs"
- Look for "Submit Application" and "Unified Scholarship Application (USA)" and follow the instructions. Be sure to submit the USA for the year you'll be enrolled in college.

What happens after I submit the USA?

Once you've submitted the Unified Scholarship Application (USA), you must submit required documents (such as a letter, essay, or transcript) to complete your application.

How do I know what documents I need to submit?

Each scholarship description in VSAC's Scholarships & Tuition Benefit Programs booklet indicates the documents that must be submitted in order for your application to be considered complete.

Through your MyVSAC account, you can view the list of required documents you've submitted and a list of required documents that are still outstanding.

How do I label the documents?

Include the document name (ex. Essay General, Letter Non-Relative, Family Information, etc.) and your full name (preferred name, if applicable, AND legal name) at the top of each document you submit. If you are mailing the document to VSAC, every document must also include the last four digits of your Social Security number.

How do I submit documents?

Once logged into your MyVSAC account, click "**Work with Scholarships & Tuition Benefit Programs",** then look for **"Required Documents"** or **"Upload Scholarship Documents."** From here, you can upload documents saved to your computer to VSAC. Do not send more than one type of recommendation letter unless it's specifically required by the scholarship (see each scholarship description).

VSAC will process each document as the document type you selected. For example, if you upload a letter under the label "Letter-Non-Relative" and it's actually a community service letter, your application will reflect receipt of the non-relative letter, and any scholarship that required the community service letter will be considered **incomplete**.

If you're unable to submit your required documents online, mail them to VSAC:

VSAC Scholarships Program
PO Box 2000
Winooski, VT 05404-2601

TOLL FREE
888-253-4819

BURLINGTON AREA
802-654-3798

ONLINE
vsac.org

EMAIL
scholarships@vsac.org

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When should I submit documents?
All documents must be submitted or postmarked on or before midnight of the deadline for the academic year.

Request the recommendation letters at least a month prior to the deadline to give the writer sufficient time to write the letter. Submit all documents at least one week prior to the deadline. This will allow you time to view the documents you've submitted and verify that all documents have been received and are labeled correctly prior to the deadline.

You don't need to wait to submit all required documents together. You can upload each one as it becomes available, as long as it's labeled with the document name, your full name (preferred name, if applicable, AND legal name), and the last four digits of your Social Security number.

How do I renew a scholarship I was awarded last year?

For information about renewing a scholarship, sign into your MyVSAC account. Click on "Work with Scholarships & Tuition Benefit Programs" and then on "Renew a Scholarship."

Can I check the status of my scholarship application online through MyVSAC?

Yes. You can view scholarships listed on your USA, verify required documents received and outstanding, view awards and view disbursements online through your MyVSAC account.

You may also inquire about the status of your application by contacting VSAC Scholarships Program at scholarships@vsac.org or 888-253-4819.

What happens if I'm awarded a scholarship or tuition benefit?

When will I be notified?
- If you *were* chosen as the recipient of one or more scholarships, VSAC will notify you before May 1. VSAC will begin notifying students of tuition benefit programs for which they were selected as recipients on or around July 1.

How are students and schools notified?
- Scholarships and tuition benefit recipients are notified by letter through the U.S. mail.
- Colleges/universities can view your award online through their school MyVSAC account. However, we recommend that you provide a copy of your award letter(s) to the financial aid office.

What do I need to do?
- Submit a copy of your award letter(s) to the financial aid office at your school.
- Write a thank-you note to the donor of your scholarship. Letters should be mailed to the VSAC Scholarships Program, PO Box 2000, Winooski, VT 05404. VSAC will forward your letter to the appropriate contact person.

How will my scholarship or tuition benefit be disbursed?
- Scholarship funds will be mailed directly to your school each term/semester after your enrollment and satisfactory academic progress have been verified.
- Your award will be divided between the number of terms/semesters your school has in its standard academic year (typically fall/spring or fall/winter/spring).
- If you plan to enroll for summer term and have not used all of your scholarship during the standard academic year, contact VSAC's Scholarships Program.

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