

Instructions for Claiming or Extending Your Scholarship(s)

FAQs

By when do I need to request to claim or extend my awards?

- The steps to claim or extend your award must be completed by midnight on the date your graduating year has been assigned each year your annual award is to be paid.
 - 2023 Graduates- January 31st
 - 2022 Graduates- February 28th
 - 2021 and prior year Graduates- March 31st

Can my award be delayed or extended to next year?

- Your scholarship should be claimed by the assigned date (see above) the year after you graduate from high school and each year after that for multi-year awards. If you are not able to start school as planned or are unsure if you will attend this fall, **you may request an extension of your scholarship award(s)**.
- Extending your scholarship will leave your options open for another year and is highly encouraged for those that need time to identify their changing educational goals.
- If a request for an extension is not made by the required due date (see above) your scholarship will be forfeited.

How long will it take for my award to be paid?

- Please allow up to four weeks for processing your scholarship.

I need my payment to be expedited. What should I do?

- When following the steps to claim your award (described below), you will find an option to expedite your payment in case of emergency
- Please give as **much advance notice as possible** if your payment needs to be expedited.

**THE FOLLOWING INFORMATION IS REQUIRED
TO MAKE AN EXPEDITED PAYMENT REQUEST:**

- Your name
- The name of your scholarship(s)
- The amount(s) you were awarded
- Which high school you graduated from and what year you graduated
- The mailing address your check should be sent to

- A copy of the invoice to be paid, or an accurate bill showing the amount due with the due date
- A new, dated Thank You letter for this year's award payment

*** Please note that you will still be responsible for uploading your Official Proof of Enrollment once classes start.**

How to Claim or Extend Your Scholarship(s)

THE FOLLOWING DOCUMENTS ARE REQUIRED TO CLAIM YOUR SCHOLARSHIP(S)

- **Official Proof of Enrollment-** Obtained and dated on or after classes start from your school's Registrar.
 - **NOTE:** This is the **only** type of Official Proof of Enrollment that will be accepted.
- **Transcripts*-** Required for some scholarships
- **Thank you letter for each award-** Be sure to date the letter(s) and to address each to your specific scholarship donor(s). Please include your name and the name of the scholarship in your uploaded file name.

***Please upload PDF files wherever possible**

1. Sign in to the Scholarship Portal where you applied using your original login information.
<https://www.grantinterface.com/Home/Logon?urlkey=scholarshipttcf>
 - Can't remember your original login? Click "Forgot your Password?" and follow the prompts.
 - Applied prior to 2023? [Visit this login page instead](#)
2. [See Image Below] - Once logged in, on the **Active Requests** tab, under the title **Follow Up Forms**, select the blue "**Edit**" button under the column titled "**Edit/View**" for the award(s) you wish to claim or extend.
 - a. For Multi-Year awards, please note that the **Form Name** matches the year you wish to claim or extend. (Ex. "Claiming or Extending Your Scholarship Award - Year 2")

Applicant Dashboard

Applicant:
Phyllis Ann McConn
phyllismcconn@hotmail.com
11260 Donner Pass Road Ste C1 PMB 371
Truckee, CA 96161

Active Requests **1** | Historical Requests **0**

2020 Tahoe Truckee Community Scholarships

Application	Submitted	01/29/2020	View Application	Third Parties: 1/1	
Follow Up Forms					
FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Claiming or Extending Your Scholarship Award	Phyllis Ann McConn	Overall Award	03/31/2021 12:00 AM PDT	Assigned	Edit

NEXT, COMPLETE THE INFORMATION REQUESTED ON THE FOLLOW-UP FORM

3. A current email is **REQUIRED** to claim or extend your award. **TTUSD-issued emails expire within a year after your graduation.** If the email address associated with your login is outdated, follow the instructions to update your login information.
4. Once your email is up to date, indicate whether you are **claiming** or **extending** your award then **carefully follow the prompts** to complete your choice.
 - a. **Please upload PDF files wherever possible.**
5. When all steps have been completed, click the **“Submit Follow Up”** button in the bottom right corner.



Got a question?

Please don't hesitate to reach out to scholarships@ttcf.net with any questions about claiming, extending, or expediting your award(s).