

2024 - 2025 Roswell Woman's Club Scholarship Application Instructions

- 1.** All information regarding the 2024 – 2025 scholarship application can be found at:
<https://www.roswellwomansclub.org/scholarship-applications-2025-open/>
- 2.** All scholarship applications are to be submitted electronically.
- 3.** Students intending to take a gap year before enrolling in a college or university are not eligible for scholarship money.
- 4.** Please review carefully and direct all questions to
scholarship@roswellwomansclub.org.
- 5.** The application is comprised of three (3) separate parts:
Part 1: Roswell Woman's Club Scholarship Application - Personal Data

Attention: before you complete Part 1 of the application be sure that you have your transcript ready to upload. Once you submit Part 1 of the application you will no longer have access to Part 1. There is no save function for Part 1, therefore, this form must be completed in one sitting. It is your responsibility to secure your transcript in a PDF format no larger than 5MB from the school office and upload it to Part 1 of the application.

Part 2: Roswell Woman's Club Scholarship Application - School Record

After completion of Part 1 you will receive an email link to Part 2 of the application. Part 2 has a SAVE and RETURN feature. To use the SAVE and RETURN feature you will need to create a Username, Password, and provide an Email address. Please make sure you completed all the categories listed in Part 2 of the application including the essay. Once you submit your application, it will be considered final, and no further additions or modifications will be permitted.

Part 3: Roswell Woman's Club Scholarship Teacher Recommendation.

After completion of Part 1 you will receive an email link to Part 3 of the application. Please forward this email/link to your teacher. It is your responsibility to follow-up with your Teacher for submission of this form.

- 6.** The due date for the completed scholarship application is **3/01/2025**. Your application will not be considered complete until we receive your Teacher Recommendation. We will confirm through email that all parts of your application have been received within 5 days upon your last submittal. If you do not receive a confirmation within that time frame, please contact the Scholarship Chair at: Scholarship@RoswellWomansClub.org.
- 7.** Scholarship recipients will be notified in late Spring 2025. Scholarships will be awarded on May 13, 2025. Students intending to take a gap year before enrolling in a college or university will not be eligible for scholarship money.