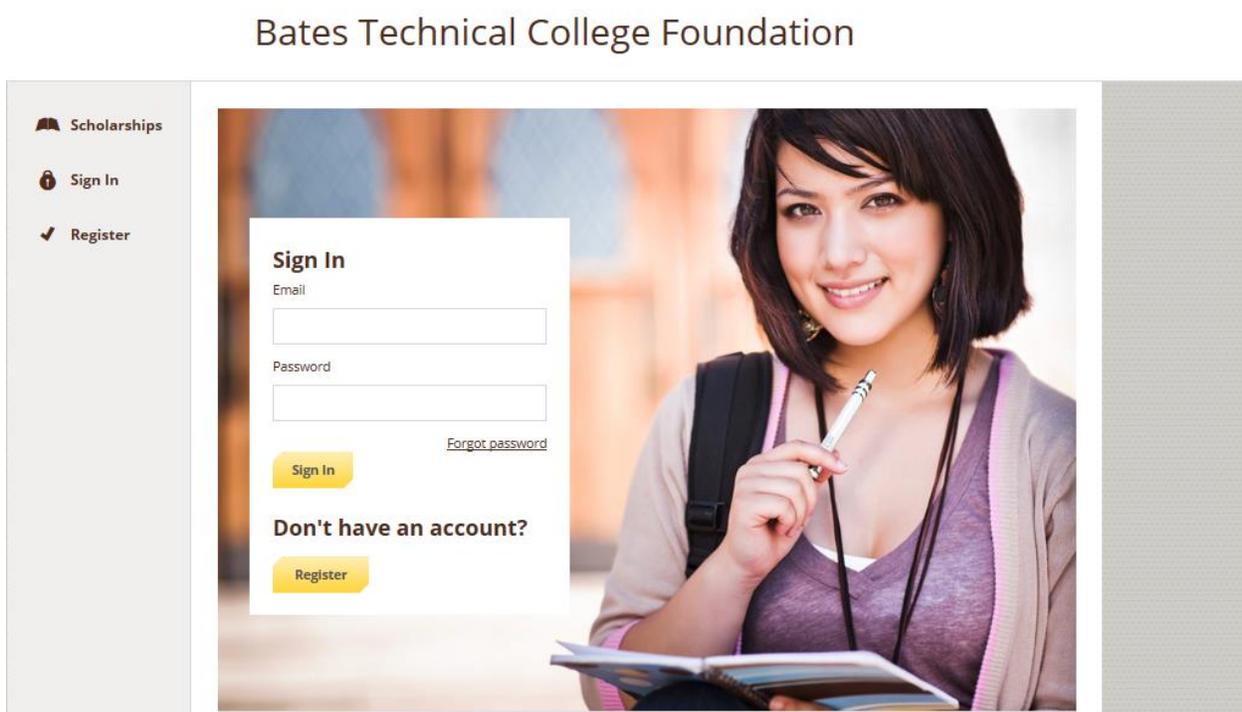# *Welcome to the AwardSpring scholarship application process!*
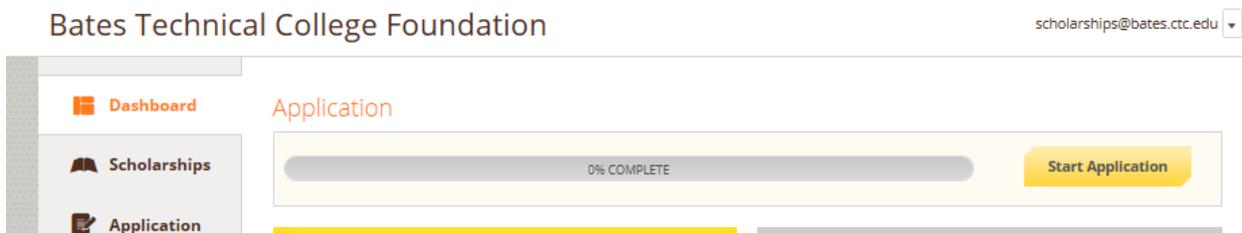
IMPORTANT: This application <u>DOES NOT</u> support <u>INTERNET EXPLORER</u>.
You can use Chrome, Safari, and Firefox as your browser.

Visit https://batesfoundation.awardspring.com/ to start the application process.

You will register using your email address as your login and entering a password.

When you have created your account and signed in, click **Start Application**.

You will begin answering questions on the **General Information** tab at the left and as you complete the questions, you will progress to the **Academic Information** tab.

The **Letters of Recommendation** tab is used to email a request for the required recommendation. When the email is submitted by the person making the recommendation, it automatically attaches to your application.
You can track the status by viewing the box to the right.

** *You can send out your letter of recommendation request right after you fill out the general questions tab and before you complete your application. Please give your instructor as much time as possible to return the recommendation.* ******

Below is an example of the request for a letter of recommendation that is emailed via the process above.

Bates Technical College Foundation

Hi Laura,

Please include the following in your letter: your name and contact information, how long you have known the student, your experience with the student, the student's discipline/motivation, the student's potential for growth and success, and any other comments you would like to add.

Scholarship Applicant has asked for you to submit a letter of recommendation on his or her behalf.

Laura,
Please submit a letter of recommendation for me for my Bates Foundation scholarship application.
Thank you,
Susie Brown, student

Please submit your **recommendation here** so Scholarship can apply for opportunities.

In the **Essays and File Uploads** tab, upload the required copy of your unofficial transcript.
If you are in your first quarter, you will not have a transcript.
Please upload a Word document stating that information.

You will also answer five essay questions in this section.

When you have completed all sections, click the **Submit Application** button that is highlighted in yellow. The button will not highlight if any of the tabs indicate that you are still In Progress.

In the next section you will see all the scholarships you are eligible for, based on the information you entered.
You still need to complete one more step to submit your application.

Click the **Complete Follow-Up** button and you will see a
<u>final essay question</u> that you need to answer.

Bates Technical College Foundation

scholarships@bates.ctc.edu ▾

- **Dashboard**
- **Scholarships**
- **Application**

You have some follow-up work to do.
Click "Complete Follow-Up" in the boxes below.

1 Item requiring completion	**0** Applied scholarships

Follow-Ups

AMVETS Ladies Auxiliary Post #1 Scholarship
Due 11/13/2015

Complete Follow-Up

Bates Technical College Foundation

scholarships@bates.ctc.edu ▾

- **Dashboard**
- **Scholarships**
- **Application**

Scholarships - AMVETS Ladies Auxiliary Post #1 Scholarship

Submit Application

Overview
Applicants must be a full or half-time student and a veteran or dependent of a veteran.
Award is for tuition, books, tools, or supplies.

Qualifications
✔ Applicant must be a veteran or a dependent of a veteran.

Quick Facts
📅 Apply by Nov 13, 2015

Apply for this Scholarship

How do you define success and how will your education at Bates help you achieve your goals?
250 word(s) left

Submit Application

When you have completed your answer to the essay question, click the **Submit Application** button that is highlighted in yellow.

Scholarships

Application

Submit Application

✔ Great! You have answered all required questions. Now click the Submit Application button.

Overview

Applicants must be a full or half-time student and a veteran or dependent of a veteran. Award is for tuition, books, tools, or supplies.

Quick Facts

📅 Apply by Nov 13, 2015

Qualifications

✔ Applicant must be a veteran or a dependent of a veteran.

Apply for this Scholarship

How do you define success and how will your education at Bates help you achieve your goals?

249 word(s) left

;LSDKF:sdKF;LSKFL;SkFS;KFSFKSdl:fKSFL;KSDFKS;LDFKSFKSFKSKFLD;SdfkLDSKFL;SKFflkL;DKS

✔ Great! You have answered all required questions. Now click the Submit Application button.

Submit Application

The Scholarships view displays the full scholarship list and students' statuses for those scholarships.

Dashboard

Scholarships

Scholarships

Filter ▾

Viewing 1 - 6 of 6 ◀ Page **1** of 1 ▶

Scholarship Name ▲▾	Award ▲▾	Deadline ▲▾	Status
Cat adverse scholarship Applicant must not like cats.		📅 Due June 02, 2015	Not Qualified
Cat Lover Scholarship 1 Cat Lover Scholarship		📅 Due June 02, 2015	View
Cat Lover Scholarship 2 Cat Lover Scholarship		📅 Due June 02, 2015	View
Cat Lover Scholarship 3 Cat Lover Scholarship		📅 Due June 02, 2015	View
Cat Lover Scholarship 4 Cat Lover Scholarship		📅 Due June 02, 2015	Answers Needed
Cat Lover Scholarship 5 Cat Lover Scholarship		📅 Due June 02, 2015	View

Important Notes

- The foundation and its governing board reserve the right to amend awards at its discretion.
- Priority will be given to tuition payment. Only those books and supplies listed on the program list are permitted for purchase, unless pre-approved by the foundation.
- Scholarship funds cannot be used as reimbursement for items purchased prior to the award date.
- Scholarships cannot be used for living expenses.
- Scholarships must be used in the quarter awarded.
- Receiving a foundation scholarship may affect your financial aid. If you would like additional information, please contact the financial aid office directly at 253.680.7020.

When accepting a foundation scholarship you agree that:

1. Funds will only be used to further your education at Bates Technical College.
2. You understand that you must notify the Bates Foundation office of any changes in your educational plan. Changes may affect your scholarship award.
3. You authorize the Bates Foundation to have access to your student records as needed and potentially use the information included in your application for promotional purposes.
4. You will write a thank you note to the donor.
5. You will make your best effort to attend the spring Scholarship Luncheon.