Welcome to the AwardSpring scholarship application process!

IMPORTANT: This application DOES NOT support INTERNET EXPLORER. 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 final essay question that you need to answer.
When you have completed your answer to the essay question, click the **Submit Application** button that is highlighted in yellow.
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.