

Legacy Foundation Scholarship Program

Frequently Asked Questions



Where can I go to school with my scholarship? Unless noted differently in the scholarship description and eligibility statement, the scholarships are for accredited schools anywhere in the US.

What are my responsibilities? Scholarship recipients must attend college on a full-time basis (unless other arrangements have been made) in the fall of the year in which the scholarships are awarded and continue in college that entire academic year, barring illness or emergency.

If I receive a scholarship one year, will I automatically receive an award for the following year? Unless your award letter specifies that your scholarship is renewable, the awards are only for one year.

I have a renewable award; how does that work? Renewable awards are paid for up to 4 years; student must submit a billing statement & transcript each year in order to renew.

What does my scholarship cover? Money paid to the schools will cover all educational expenses that are shown on your school's bill. This includes room & board IF they are paid for through the school. Legacy CANNOT pay an outside person/entity for housing (i.e. rent, fraternities/sororities that require direct payment). The scholarship WILL cover food plans purchased through the school.

If your educational expenses total less than the amount of the Scholarship award amount, you will **not** be eligible to receive the balance of the scholarship paid directly to you. You may use the remaining money for book reimbursement.

You must use your scholarship for the 2019/2020 academic year; money may also be used for Summer 2020 if necessary.

What if I can't use the money this year? Scholarships MAY be deferred for one year. This is decided on a case-by-case basis. You may only defer the entire scholarship; we will not split scholarships up between two years. Contact Legacy Foundation for more information.

How do I get the scholarship money? You can chose to have your scholarship paid to the school to cover educational expenses OR you may be reimbursed for books/equipment that you have purchased (or a combination of both)

- Educational Expenses (tuition, room & board, etc.) - Scholarship award checks will be made payable to your school to be paid out equally between the semesters or trimesters.
- Book Reimbursement- Your Scholarship may be used as reimbursement for books and required equipment that you have ALREADY purchased. After making your purchases, please submit **The Book Reimbursement Report Form along with receipts** in order to receive reimbursement. Forms may be submitted once for each term. If book and equipment expenses total less than the amount of the Scholarship award amount, you will **not** be eligible to receive the balance of the scholarship paid directly to you. You may have the balance sent to the school to cover educational expenses.

TAX Implications- Scholarships that cover more than tuition may be considered as income on your taxes. Your university can provide you with a 1099 form that will include necessary information.

HOW TO ACCEPT YOUR LEGACY SCHOLARSHIP

The FIRST step: **Accept or Decline** your scholarship through our online system **by July 31, 2019.**
<https://legacyfdnscholarships.communityforce.com/Login.aspx>

When you log in, you will need to open the “Legacy Scholarship Award Acceptance & Payment Request” application.

The SECOND step by October 1, 2019: **Decide** how you want to use the scholarship: paid to the school for tuition and educational expenses OR as a reimbursement for books you have (or plan to) purchase.

You will need to enter the following information from your school through our website:

- College or university name, and your student ID Number.
- Billing statement as proof of enrollment and money due. You can to get one online through your school or at the Bursar’s Office.
- Provide a picture and a comment/quote about the impact of the scholarship which Legacy may use for marketing purposes.

If you want to use for Educational Expenses: We will send a check directly to the school and request that the school pay out the scholarship equally over the semesters or trimesters.

If you are using it for Book Reimbursement: **Purchase** your books. **Keep the receipts** for all of your purchases. Complete the Book Reimbursement form. It is available on our website & on the Scholarship acceptance platform. Send the completed form and receipts to Legacy Foundation via email or mail. A check will be sent directly to you.

Tuition payments will begin July 1st and end November 1st.

Book Reimbursement Requests received after April 1, 2020 will not be processed.

Please allow 30 days for the processing of all checks.

Legacy is NOT responsible for any late fees incurred.

The THIRD step: **By July 1, 2020** upload your college transcript to the Legacy Online platform account **OR** have one mailed to Legacy Foundation. This provides the verification Legacy Foundation needs to show your attendance during the previous school year.

Congratulations!
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Thank you letters are highly encouraged and greatly appreciated by our Donors.

Those may be sent to Legacy Foundation.