



Scholarship Application Guide

Candidates interested in applying for a scholarship sponsored by The Sayre Foundation must adhere to the following guidelines. Questions about these guidelines and/or the application process should be directed to Gio Hutchings, Director of Outreach & Philanthropy at: gio.hutchings@sayrehospitalitygroup.com.

Please note that no changes, updates, or other modifications can be made to an application and/or supporting documents once those items are submitted.

1. Application

Candidates must complete and submit the online application for the respective Sayre Foundation scholarship. The application and supporting documents must be submitted by the established deadline; late applications and documents will not be accepted.

The following are helpful hints regarding the completion of the application.

- a. All questions marked with an asterisk (*) are questions that require a response.
- b. Some responses contain character limits. Answers that exceed the character limit will not be accepted when submission is attempted.
- c. The number, size, and format of uploaded documents are regulated. Only one document is permitted per required upload. A file that is too large or that is in an unsupported format will not be accepted. Such an attempt will result in an error message.

2. Student Release Statement Form

To receive references and complete your application, all students must print and sign the Student Release Statement to give to recommenders, which is included in your application. The release statement form is required to ensure that your privacy rights are respected. This form allows individuals, such as recommenders, to access your records in order to provide accurate and supportive references for your application.

3. FAFSA Submission Summary

Although not required, applicants are recommended to upload a PDF copy of their FAFSA Submission Summary. Any questions pertaining to FAFSA can be directed to the applicant's school guidance counselor or www.fafsa.gov.

4. Submission Deadline

Applications and supporting documents are due no later than April 13th.

5. Required Supporting Documents & Information

The following items are required as a part of the application process and must be submitted by the established deadline.

a. School Transcript

Applicants must provide a recent school transcript. The transcript must include all completed coursework from the first semester of the freshman year up to and including the most recent grading period of the second semester of the senior year.

b. Information for References

Applicants must supply the first & last names and email addresses of three adults who are not related to the applicant and are willing to submit an online reference on behalf of the applicants. These adults must have served in a supervisory role and may include teachers, employment supervisors, church leaders, organization supervisors/advisors, coaches, etc. It is the responsibility of applicants to ensure timely submission of all references.

To guide the process of securing references, keep these items in mind.

- a. Applicants need to have access to the correct email address for all references.
- b. Applicants must print and sign three Student Release Statement forms
- c. Applicants are encouraged to follow-up with each person selected as a reference to ensure receipt of the email.
- d. Applicants may submit their scholarship applications even before the online references are completed and submitted to The Sayre Foundation. However, references must be received by the established deadline.
- e. Live updates on references submitted are available on the Applicant Dashboard.
- f. Once all online references have been received, applicants will receive a confirmation email.

6. Save and Return

Applicants can save their progress and return to complete their application by clicking "Save" at the bottom of the screen. After you log into an account you will receive an email reminding you that your application is incomplete. You can log back in to finish your application at any time before the submission deadline.

7. Final Application Submission

Applicants who are ready to submit their final application simply press the “Submit” button that appears on-screen. All required fields must be completed before the online submission process will accept the application. Applicants will be able to view and edit their applications before it is submitted; after the application is submitted, it is not possible to edit, update, change, or delete any information provided in the application.

8. Confirmation & Notification

Once an application is correctly submitted, a confirmation page will appear on-screen. All communication regarding an applicant’s status and any next steps needed will be via e-mail.