

Foundation Scholarship Guidelines/Requirements

- You must write a thank-you letter (**see model letter included in this packet**) to the donor(s) listed in the award letter, and **submit your original signed letter(s) to the TC Central Office “As Soon As Possible” but no later than the date listed on your award notification**. If you would like to include a picture of yourself, we know the donors would enjoy putting a face to the student their donation is supporting.
- Options to submit your letter(s):
 1. The letters can be hand-delivered to the TC Central Office on the Pendleton Campus in the Ruby Hicks building or the front desk at any of our community campus locations OR
 2. You can scan your original, hand-signed letter and email to tccentral@tctc.edu. **We will NOT accept an emailed picture of your letter**. OR
 3. If you do not have access to scan and email in your letter, letters can be mailed to the following address and must be postmarked by the **Thursday before the deadline listed on your award notification**. Please **DO NOT mail the letter to the donor**; it must be mailed to the TC Central Office for the award to be placed on your account.

Tri-County Technical College - TC Central
P.O. Box 587
Pendleton, SC 29670
- The TC Central Office will consider the submission of the letter(s) as your acceptance of the scholarship, make the funds accessible to you in your student account, and will mail the letter(s) to the donor(s) on your behalf. **See the enclosed “Model for Letters to Scholarship Donors” for guidance on how the letter(s) should be formatted and written.**
- **If the scholarship you received requires you to write more than one donor**, you can use the same body of the letter for all of them; however, you must personalize each letter with the correct donor name, mailing address, and salutation.
- You must register for at least 6 credit hours in a certificate, diploma, or associate degree program before the scholarship will disburse to your student bill that term.
- You must maintain a 2.0 GPA. In some cases, donors will require a higher GPA.
- If for some reason you will not be enrolling in the semester for which your award is designated, **you must notify the TC Central Office at (864) 646-8282, option 1.**
- Scholarships are awarded on an annual basis and are not automatically renewable. You must re-apply for scholarship assistance in later academic years. Reopening of the application will be announced to students.
- Scholarship funds and other forms of financial aid can be used in the College’s Bookstore at specific times to purchase books, supplies, etc. You will need to check with Bookstore staff to see when those dates will be.

**** Special Notice for Hayden Abney Fulp Memorial Recipients****

The Abney Foundation has scholarship endowments at twelve different colleges throughout the State. The names and hometowns of each recipient are listed on the Abney Foundation’s website (www.abneyfoundation.org) each year, and this information may also be released from time to time to the media for publicity purposes. If you do not wish your name and hometown to be published via the website and/or through media, please call Debbie Nelms at (864) 646-1809 or 1-866-269-5677, ext. 1809 within fourteen (14) days of receipt of this notice to have your name removed from the list.

**** Special Notice for Mary Katherine Littlejohn Endowed Scholarship Recipients****

The donors of the Mary Katherine Littlejohn Endowed Scholarship do not allow for the funds of this scholarship to be refunded to recipients/students. Therefore, though your letter may specify an amount, it may be reduced to only cover tuition, fees and books expense. **Be sure to not plan on a refund from this scholarship.** The Business Office will review these awards for reduction at the time of refunds once the semester starts.

MODEL FOR LETTERS TO SCHOLARSHIP DONORS

The letters written to scholarship donor(s) are very important. Your donor has given thousands of dollars to make your education possible, and he or she wants to know something about you and what this scholarship means to you. Below is a suggested model for your letter. If you have questions, please contact the TCTC Financial Aid Office at 864-646-8282, option 1.

Your letter should be **typed** in business letter format as follows:

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[Date you are writing the letter]

[Name of Donor You are Supposed to Write]
[Donor Street Address]
[Donor City, State Zip]

***Found on your official letter,
included in this packet.***

Dear [Donor Title (*Mr., Mrs., Dr., etc.*) & Donor Last Name listed on your official letter in this packet]:

In your **first paragraph**, tell the reason you are writing the letter or tell your reaction upon receiving your scholarship and simply say “thank you.” For example, you might write something such as: “I am the recipient of the **(name of scholarship listed on your official letter included in this packet)** at Tri-County Technical College, and I am writing to thank you.”

The objective of the **second paragraph** is to introduce yourself. Consider including these points, but **do not use a bulleted list** in your letter.

- Share who you are: age, home town, marital status, major, hobbies & interest, employment status/goals during/after TCTC.
- Tell the donor about your children/grandchildren.
- Share what you hope to have accomplished ten years from now.
- Explain why an education from Tri-County Technical College is important to you.

The objective of the **third paragraph** is to tell what this scholarship award means to you. Help the donor visualize your situation. Consider answering these questions, but **do not use a bulleted list** in your letter.

- If you had not received this scholarship, what would have happened?
- What would have been the impact on you and your family?
- What makes your financial situation or that of your parents difficult?

In the **last paragraph**, say thank you again.

Sincerely,

[Handwritten Signature]

[Typed Name]