

Congratulations! You received a message notifying you that you are on-track to earn a Regents' Scholarship. You need to complete the following steps:

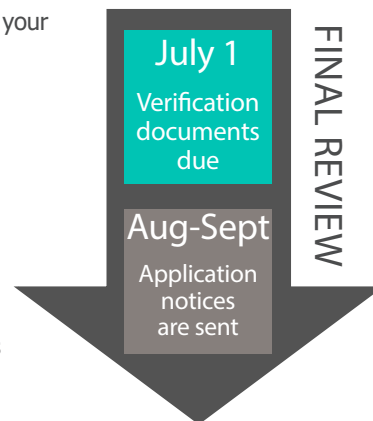
- ✓ **Step 1:** Read the information provided in this document as well as any information sent to you in your account **NOW** to help you plan ahead and take required action.
- ✓ **Step 2:** Submit all required documents to our office by July 1, 2020.

YOUR DOCUMENT CHECKLIST

An updated checklist of required documents that is specific to your application is in your account. It is specific to your application, and is only as accurate as the information you have provided to us. If you changed your course schedule or where you were completing the course please reach out to us to update your account.

The document checklist is updated as documents are submitted and verified. Verification of documents submitted electronically may take 7-10 business days and could be longer during peak submission times. Mailed documents will take 2-3 weeks to process. If you choose to mail a document, we recommend certified mail as a way to track the delivery of the documents.

TIME LINE



REQUIRED DOCUMENTS DUE JULY 1, 2020

DOCUMENT	HOW TO SUBMIT DOCUMENTS
<p>1. FINAL OFFICIAL HIGH SCHOOL TRANSCRIPT for the high school from which you will graduate.</p> <ul style="list-style-type: none"> • This transcript needs to reflect all final credits, grades, cumulative GPA and the date of graduation. • Schools have irregular summer hours so plan ahead to allow for processing time when requesting your transcripts. This applies to requests to have your transcript sent electronically or mailed. In most cases electronic transcripts are not automatically generated and sent, a school representative has to process the request. 	<ul style="list-style-type: none"> • <u>Preferred method:</u> Have your high school send it via an electronic transcript exchange or through another secure method. • Can be mailed, but there will be significant processing delays. • Cannot be emailed or uploaded by the student. Faxed transcripts are not accepted.
<p>2. OFFICIAL COLLEGE TRANSCRIPT(S) are required if you earn college credit for any English, Math, Science, Social Science or World Language course during grade 12.</p> <ul style="list-style-type: none"> • Your application is evaluated off of the college credits earned; therefore you must submit the college transcript even if these classes are included on your high school transcript. • College credit may have been earned through early college programs, concurrent enrollment, or distance education even if you never attended class on a college campus. 	<ul style="list-style-type: none"> • <u>Preferred method:</u> Use the college's electronic transcript exchange system to send to our office. If you are required to provide an e-mail address for the recipient, use regentsscholarship@ushe.edu. • If mailed, transcripts must be in a college/university sealed envelope to be official. Plan on significant processing delays. • Cannot be emailed or uploaded by the student. Faxed transcripts are not accepted.
<p>3. ADDITIONAL OFFICIAL TRANSCRIPT(S) are required if you took a required course during GRADE 12 from a school or educational entity other than the one from which you graduated, and the course is not accurately reported on your high school transcript. For example, if the course is not recorded on your transcript, the name of the course is different from the original transcript or the grades have been changed.</p>	<ul style="list-style-type: none"> • <u>Preferred method:</u> Have transcripts sent via an electronic transcript exchange • Can be mailed but there will likely be processing delays. • Cannot be emailed or uploaded by the student. Faxed transcripts are not accepted.
<p>4. COMPLETE THE ENROLLMENT PLANS FOR FALL FORM AND SUBMIT SUPPORTING DOCUMENTS</p> <ul style="list-style-type: none"> • In order to qualify for the Scholarship you must be enrolled at an eligible college/university Fall semester 2020 OR receive an approved deferment from the Regents' Scholarship office. Deferment request information is built into the <i>Enrollment Plans for Fall</i> form. • In order to receive an award payment you must be enrolled 12 or more credits. • If you are attending a college/university that requires you to attend an orientation session prior to enrolling you will need to do so before July 1. 	<ul style="list-style-type: none"> • This form is in your Regents' Scholarship account. • You will upload the proof of enrollment or deferment documents through your account. • The step-by-step instructions for obtaining proof of enrollment are found at regentsscholarship.org, under Current Applicants.
<p>5. STUDENT INFORMATION RELEASE FORM (optional)</p> <ul style="list-style-type: none"> • It is STRONGLY recommended that you complete and submit this form if you are also submitting a request for a deferment. 	<ul style="list-style-type: none"> • Can be uploaded to the student's account.

FREQUENTLY ASKED QUESTIONS

1. When are the documents due for the final review, and how do I know what I need to turn in?

All documents must be submitted (postmarked) by July 1, 2020. A checklist of the required documents is provided in your Regents' Scholarship account. Late documents are not accepted. In addition, submitting documents that are not filled out correctly or are missing required information may impact your eligibility and may cause you to lose consideration for the scholarship.

2. The university/college I am going to attend Fall Semester 2020 requires that I attend an orientation before I can enroll in classes. Because of this, can I submit the proof of enrollment after the deadline?

No, you will need to plan ahead and register for an orientation session that will allow you to meet the deadline. Documents received after the deadline will not be accepted.

3. I heard the award parameters have changed, can you explain the changes?

The key parameters are as follows:

- The award can be used towards tuition and fees and is applied after other state aid has already been applied to tuition and fees.
- A student may receive up to 4 award disbursements, subject to meeting renewal requirements.
- Students have five years from the date of their high school graduation to use the award. Deferment or leave of absences do not extend the five year time-frame.
- A student who has tuition and fees covered by other state aid can use of the scholarship during a future semester. Below are examples of how the awarding will work.
 - Example 1: Tuition and fees costs \$1000 and you have another state scholarship that covers \$1000 during your first semester. You cannot receive a Regents' Scholarship award disbursement for your first semester, but could receive it later, for example during your second semester. Note: if you do not receive a disbursement you need to remain enrolled at an eligible college/university but you do not have meet a minimum GPA and credit hour requirements.
 - Example 2: Tuition and fees cost \$1000. You have another scholarship that covers \$700 of your tuition and fees. The Regents' Scholarship will be used to help cover the remaining \$300. Because you received an award disbursement, you must maintain enrollment in at least 12 credit hours and earn a minimum semester GPA of a 3.3 in order to remain in good standing.

4. When will I know if I qualify for a Regents' Scholarship?

Due to the high volume of applicants, a final review may take 8-10 weeks to complete once the Regents' Scholarship Office has received all of your required documents. You will be sent a notification regarding your eligibility through your Regents' Scholarship account. In addition, once you have been approved for the scholarship, the college/university you are attending will also need to evaluate your financial aid package to determine if you qualify to receive an award disbursement.

5. What if I have earned the scholarship but have not yet received the funds, and tuition is due?

Although every effort is made to complete the final review and process payments quickly, in some cases you may not receive the award payment until after school has started and tuition deadlines have passed. In such cases, it is your responsibility to comply with and meet any tuition payment deadlines.

6. What do I do if I am not going to be enrolled in school Fall Semester 2020?

As you are completing the Enrollment Plans for Fall form (provided through your Regents' Scholarship account) you will be asked to indicate why you will not be enrolled in college Fall Semester 2020. You will be required to submit documentation that supports your request for a deferment. Requests are granted on an individual basis. See current applicants section on our website for more information regarding deferment requests.

7. Where can the Regents' Scholarship be used?

Students who are part of the 2020 high school graduating class can use the scholarship at the following college and universities: Public Utah Colleges and Universities: Dixie State University, Salt Lake Community College, Snow College, Southern Utah University, University of Utah, Utah State University, Utah Valley University, Weber State University.

Public Utah Technical Colleges: Bridgerland Technical College, Davis Technical College, Dixie Technical College, Mountainland Technical College, Ogden-Weber Technical College, Southwest Technical College, Tooele Technical College, and the Uintah Basin Technical College.

Utah Private Non Profit Colleges and Universities: Brigham Young University, LDS Business College (Ensign College), Westminster College, Western Governors University. (Please note: The inclusion of private schools became effective April 27, 2020.)

8. If I have questions, what should I do?

Send a message through your Message Center in your Regents' Scholarship account or contact the Regents' Scholarship Office directly at 801-321-7159. We cannot guarantee the accuracy of information provided by other sources.