THE MARIST FOUNDATION

Helpful Hints
Completing the Online Scholarship Application

- Students (not parents) must complete the scholarship application.

- Prepare by viewing the "Sample Application" **BEFORE** you start the online application. The sample allows you to view the information requested and the questions you need to answer, including the essay questions.

- The only way to apply for a scholarship is to complete the **online application.**

- We suggest you write your responses to the essay questions on a Word document or application in order to save and edit **prior** to completing the online application. Once you have finished your response simply cut and paste into the application.

- Close all online applications on your computer **before** you open the online Scholarship Application. The online application is a secure site – running other applications that may not be secure at the same time can potentially cause a submission error.

- Once you start the application, you must complete the entire application and submit the form. Leaving the program before you finish will require you to start over. It does not save your information when you return. If you must leave the application for any reason, we suggest you leave the window open and return to the supplication in order to avoid losing your information.

- All required fields must be filled before you can advance to the next page.

- To edit a previously complete page, simply use the back arrow and correct your information.

- Only submit **one application per student.** Submission instructions appear at the **END** of the application and are clear. Do not complete the final submission instructions until you are <u>certain</u> you have provided all of the information.

Our goal is to help you present yourself in a positive manner through a streamlined process. If you find you have questions or problems, please contact Heather Boyles at hboyles@marisths.org or (541) 284-7505 during school hours.