



TENNESSEE GROCERS EDUCATION FOUNDATION

www.TGEFonline.org ♦ scholarships@tngrocer.org

2022-2023 TGEF SCHOLARSHIP APPLICATION PROCESS

PROGRAM OVERVIEW

Who is eligible to apply?

When is the application deadline?

What is the Program timeline?

Is this award renewable?

Can applicants win multiple scholarships?

Who administers this Program?

APPLICATION TUTORIAL

How do I apply?

APPLICATION DETAILS

Which school should I list on the application if I have not made a final decision?

My parent's employment makes me eligible for this scholarship. Whose contact information should I include?

What is the difference between Official and Unofficial transcripts?

What supporting documentation is required for this scholarship?

Where and when should I send my supporting documents?

UPLOAD FAQs

When will my documents be uploaded by TGEF?

The deadline has passed, and my application is still pending, what does this mean?

What are the DOs and DON'Ts of uploading documents to my application?

How long does it take to process my uploaded documents?

NOTIFICATIONS

How will I be notified about the status of my application?

What notifications will be sent to me?

Whom will notifications be sent from?

When will I receive notifications?

Can I opt-out of notifications?

APPLICATION STATUS

How do I know if my application is complete?

As the applicant, what are my responsibilities?

How do I use my My Applications Page to verify my application status?

The deadline is tomorrow, and it takes 5-7 days to process. Will I make it?

The deadline has passed, and my application status is Started, what do I do?

AWARD DETAILS

What are the selection criteria?

How and when are recipients notified?

What are the details of the award?

What are my responsibilities if I am chosen as a recipient?

How and when are funds issued?

How do I change my college choice?

Are scholarships taxable?

Contact Information

PROGRAM OVERVIEW

Purpose

The Tennessee Grocers & Convenience Store Association (TGCSA) has always had a strong interest in supporting education and has established this scholarship program because it achieves a number of desirable objectives. It helps deserving students with college expenses, relieves parents of colleges expenses, and the colleges the winners attend benefit by receiving the scholarship funds.

Who are eligible to apply?

- Be a high school senior, college freshman, sophomore, junior, or graduate student.
- Be an employee or a dependent of an employee of a TGCSA member company.
- Student employees must be employed for at least six months as of January 1, 2022.
- Parent/Spouse employees must be employed for at least two years as of January 1, 2022.
- A TGCSA member company must still employ the applicant or parent/spouse of the applicant at the time the winners are selected.
- Undergraduate students must enroll as full-time students during the 2021/2022 academic year.
- Graduate students may attend part-time during the 2022/2023 academic year.

When is the application deadline?

February 28, 2022

What is the Program timeline?

- Application Open: December 1, 2021
- Application Deadline: February 28, 2022
- Notification of Selection Results: April 2022
- Funds Disbursed: Mid-July 2022 and December 2022

Is this award renewable?

No

Can I reapply each year?

Yes, if you remain eligible, you may reapply each year.

Can applicants win multiple scholarships?

Applicants will receive only one scholarship from TGEF per academic year.

Who administers this Program?

To ensure complete impartiality in the selection of recipients and to maintain a high level of professionalism in dealing with students, parent, high schools, and colleges; the Tennessee Grocers Scholarship Program is managed by the Tennessee Grocers Education Foundation. Selection of scholarship recipients is made an impartial selection committee composed of educational professionals.

APPLICATION TUTORIAL

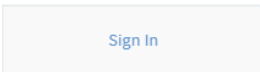
How do I apply?

Go to www.TGEFonline.org/schoalrships and click on the appropriate scholarship application. There are four application links, and you should choose the one that fits your student status.

After clicking the appropriate link, you will be taken to the application home page. To start your application, click the green Apply button at the bottom of the screen.



If you have previously applied for a TGEF scholarship, you can click the Sign In tab to login using the email and password that you previously used to create your account.



If you have not previously applied for a TGEF scholarship, you need to create a new account. You, the applicant, must register for with a personal email address. **Do not use your parent's name or work email address. Your profile should reflect your legal name and contact information.** If your parent's information is needed, it will be specifically asked for on the application.

The screenshot shows the 'Create New Account' form. At the top, there are two tabs: 'Create New Account' (selected) and 'Sign In'. Below the tabs, the form is titled 'Create New Account'. It contains several input fields: 'First Name', 'Last Name', 'Organization', 'Login Email', and 'Confirm Email'. Below these is a 'Preferred Language' dropdown menu set to 'English'. There is a checkbox for 'Do you wish to receive text message notifications, in addition to email notifications?' with 'Yes' and 'No' radio buttons. Below that are 'Password' and 'Confirm Password' fields, each with a 'SHOW' link. At the bottom, there is a checkbox for a privacy policy statement and a blue 'Submit' button.

Carefully follow all directions in the application, fully completing each section, and submit your portion of the application.

APPLICATION OVERVIEW

Which school should I list on the application if I have not made a final decision?

You should list Undecided on the application, it may be changed later. If selected as a recipient, you will be asked to confirm your final school choice. If your school changes after the acceptance deadline, you will need to contact TGEF by email at schoolships@tngrocer.org to update your information.

My parent's employment makes me eligible for this scholarship. Whose contact information should I include?

You, the applicant, must register for an account with a personal email address. **Do not use a parent's work email address or your parent's name when creating your profile.** Your profile should reflect your legal name and contact information. If your parent's information is needed, it will be specifically asked for on the application.

What are the differences between Official and Unofficial Transcripts?

Official transcripts must be obtained through your high school administration office or college registrar office.

Transcripts are typically printed on official letterhead and/or state they are official. Transcripts may contain or require a signature. TGEF will consider an electronic parchment service as an official transcript since it is being sent directly from the school.

Unofficial transcripts may be accessed through your school's online student portal. These are not accepted by TGEF for your application.

What supporting documentation is required for this application?

High School Applicants

- High School Transcript (requested by automation on the application)

College Applicants

- College transcript submitted by electronic parchment service or email
- On the application, you will send an automated request to TGEF to upload your transcript

Graduate Applicants

- Official transcript from your graduating college or university
- Official transcript from current college or university if you are currently enrolled in a graduate program

Where and when should I send my supporting documents?

All required supporting documents must be uploaded to your application by the application deadline. If you do not follow the directions on the application exactly, your application may remain incomplete. Documents that meet the criteria required for this application that is submitted to TGEF by the deadline will be processed and considered on time.

UPLOAD FAQs

When will my documents be uploaded by TGEF?

Documents are received daily. Please allow TGEF five (5) to seven (7) business days. If your document was uploaded prior to the deadline, it would be considered. However, it is your responsibility to monitor your application to ensure your documents are submitted.

The deadline has passed, and my documents are still pending, what does that mean?

All documents are required to be submitted prior to the application deadline. If your documentation was received by the deadline, your application would still be considered.

NOTIFICATIONS

How will I be notified about the status of my application?

Notifications are sent via email to the email you used to create your account, and the program offers text message notifications. Ultimately, it is your responsibility as the applicant to verify your application status on the application website.

What notifications will be sent to me?

These notifications are listed in alphabetical order, not in the order that you receive them.

- **Application Created:** notification informing you that your application was created successfully
- **Application Successfully Submitted:** notification informing your that your application was successfully submitted
- **Application Completed:** notification informing your that all required documentation is correct and your application file is complete
- **Deadline Reminders:** Deadline reminder emails are typically sent two (2) weeks and one (1) week prior to the application deadline.
- **Incomplete Application Reminder:** notification that you started your application, but have not yet submitted it
- **Information Request Sent:** notification confirming that an email was sent to your request contact
- **Information Request Received:** notification confirming that requested information was completed and submitted by the request contact
- **Missing Request Reminder:** notification that you have sent an online request, but the documentation has not yet been submitted
- **Pending Application:** notification informing you that you completed your application, but it is not considered submitted because documentation is pending
- **Selection Results:** Selection results notifications are sent to all Complete applicants.

Whom will notifications be sent from?

You will receive notifications from two (2) possible email addresses: automated.email@smarterselect.com and scholarships@tngrocer.org. **You should add both email addresses to your "safe senders list" to ensure critical emails are not sent to your spam or junk folder.**

When will I receive notifications?

Notifications vary. Refer to the Program timeline listed above (page 2) for more specific information. Status of your application may be checked at any time by logging into your online application.

Can I opt-out of notifications?

While you can opt-out of notifications, that is not advised. It is your responsibility as the applicant to ensure your application is complete. If you opt-out of notifications, you will not receive deadline reminders or selection results. **Your information is never sold to any third party.** The only emails you will receive from TGEF or SmarterSelect are directly related to your application.

APPLICATION STATUS

How do I know if my application is complete?

Once all required documentation has been uploaded to your application, you will receive an application completed email notification. If you have not received this email, you should contact TGEF at scholarships@tngrocer.org to verify the status of your application.

As the applicant, what are my responsibilities?

It is your responsibility to make sure your application is complete. Your online application form must be submitted, all required documents uploaded or submitted to TGEF.

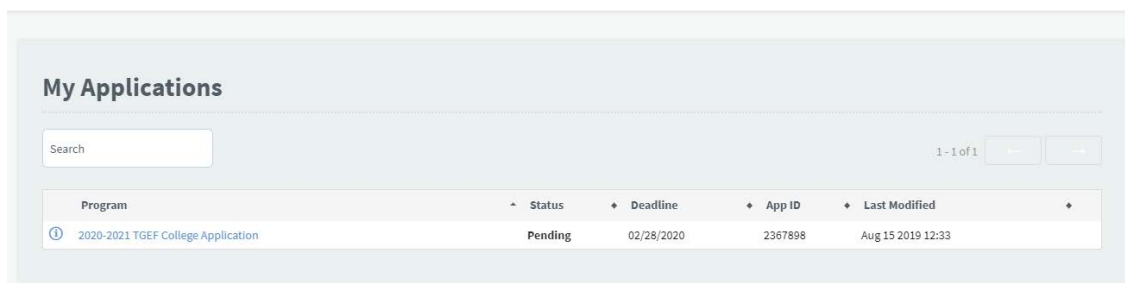
How do I use my My Applications Page to verify my application status?

When you log in, you will be taken to My Applications Page; you will see your application listed along with your application status. If you have a **Pending Status**, there are parts of your application still missing. When you click on your application, you will see what portions of your application are still missing.


Smarter  Select

My Applications

Jennifer Kemp ▾



The screenshot shows the 'My Applications' page. At the top left is the 'Smarter Select' logo. At the top right are the links 'My Applications' and 'Jennifer Kemp'. Below the header is a search bar and a pagination indicator '1 - 1 of 1'. The main content is a table with the following data:

Program	Status	Deadline	App ID	Last Modified
 2020-2021 TGEF College Application	Pending	02/28/2020	2367898	Aug 15 2019 12:33

The deadline is tomorrow, and it takes 5-7 days to process. Will I make it?

If your documents were uploaded or submitted (electronic parchment service or by email) prior to the application deadline they are considered. You should continue to monitor your online application and email until you receive an application completed email notification. Do not immediately contact TGEF please allow us time to process everyone's information.

The deadline has passed, and my application status is Pending, what do I do?

If your application status is still listed as **Pending** or **Incomplete**, you have unfortunately missed the deadline. Your required documents may be Processing. If your documents were uploaded or submitted prior to the application deadline, they are considered. You should continue to monitor your **My Applications** until you see the status update to **Submitted**. Do not immediately contact TGEF please allow us time to process everyone's information.

AWARD DETAILS

What are the selection criteria?

An independent selection committee will evaluate the Complete applications and select recipients considering:

- Academic Records (transcript)
- Student Employment
- Extracurricular School Activities
- Community Activities
- Honors, Awards, and Special Recognition

Decisions of the selection committee are final and are not subject to appeal. No application feedback will be given.

How and when are recipients notified?

All recipients are notified of the results by the end of April. Notifications will be sent to the email that you provided on your scholarship application. You will be required to complete a Scholarship Acceptance Form.

What are the details of the award?

- The number of scholarships varies each year, and the award amounts range from \$500 to \$2,400.
- If selected, applicants will only receive one award per academic year.
- Awards must be used during the academic year for which they are awarded barring illness, emergency, or military service. Any deferral of the award must be approved by the Tennessee Grocers Education Foundation.
- Students may reapply each year if they continue to meet the eligibility criteria.
- Scholarships may be used at accredited two- or four-year colleges/universities in the United States. Oney J. & Adele H. Naifeh applicants must attend a college/university in the state of Tennessee.
- The scholarships will be applied to tuition, fees, books, and supplies. Any excess funds should be given to the student per the institution's scholarship policy.
- A student may transfer from one institution to another to retain the award.

What are my responsibilities if I am chosen as a recipient?

Undergraduate students must enroll as full-time students in the fall of the year in which the scholarships are awarded and continue the entire academic year without interruption unless approved by the scholarship sponsor.

Graduate students must enroll as part-time students in the fall of the year in which the scholarships are awarded and continue the entire academic year without interruption unless approved by the scholarship sponsor.

You are responsible for ensuring TGEF has your correct institution and mailing address. **Mail from TGEF will not be forwarded.**

You are responsible for delivering your scholarship check to the proper office at your institution with its attached instructions. You should notify TGEF should your check not arrive within 30 days of the issue date. You will receive an email notification when your funds are issued.

How and when are funds issued?

Your funds will be issued via two (2) checks for one half the award amount.

- Fall Semester Check – July 20
- Spring Semester Check – December 1

Your check will be made payable to your institution that you have listed on your Scholarship Acceptance Form. **Your scholarship check cannot be made payable to you, the applicant.**

The check will be mailed to your home address so that you may deliver it to the correct office at your institution. If you have an address change, it is your responsibility to inform TGEF of the change. Scholarship checks will not be forwarded. You will receive an email notification once your funds have been issued.

How do I change my college choice?

You must send an email to scholarships@tngrocer.org, including your name and address. It is your responsibility to make sure your institution is correct at least 30 days prior to the check issue dates listed above. If your scholarship check needs to be reissued for any reason, a reissue fee may apply.

Are scholarships taxable?

Tax laws vary by country. In the United States, scholarship funds used exclusively for the payment of tuition and textbooks usually are not taxable. The scholarship recipient is responsible for taxes if any, that may be assessed against his or her scholarship award. We recommend consulting your tax advisor for more guidance. You may also consult IRS Publication 970 for additional information.

CONTACT INFORMATION

Tennessee Grocers Education Foundation

PO Box 1895

Smyrna, TN 37167

scholarships@tngrocer.org