

## Frequently Asked Questions (FAQs)

**Q: Is the RTFF scholarship application process strictly online and are applications only accepted through the scholarship portal?**

A: Yes. All RTFF Scholarship application materials **must** be converted to PDFs (except for pictures) and submitted electronically through the RTFF Scholarship Portal ScholarshipPortal@rtffinc.org. Official transcripts must be sent to the attention of the RTFF Scholarship Administrator at the following address:

Attn: Scholarship Administrator  
Rebuilding Their Future Foundation, Inc.  
Post Office Box 721  
Bethel Park, PA 15102

Any scholarship application material that is received through the regular mail will not be evaluated (except for official transcripts). Only those applications submitted through the website by the deadline will be considered.

**Q: Can I send official transcripts through the mail? If so, where do I send these documents?**

A: Yes, but only official transcripts. If an applicant intends to submit an official transcript through the regular mail as part of their application, the envelope containing the official transcript must be postmarked before the day and time of the application deadline. Any official transcripts that are postmarked after the application deadline, will not be evaluated. The official transcripts should be sent to the attention of the RTFF Scholarship Administrator at the following address:

Attn: Scholarship Administrator  
Rebuilding Their Future Foundation, Inc.  
Post Office Box 721  
Bethel Park, PA 15102

**Q: What is the value of a RTFF scholarship?**

A: A one-year scholarship shall be awarded based upon available funds within the Foundation. The anticipated funding level of each annual scholarship is approximately \$2,500. The RTFF Board of Directors reserves the right to adjust, at any time, the funding level of the one-year scholarship awards.

**Q: How many RTFF scholarships are awarded each year?**

A: The Foundation anticipates the award of one scholarship each year. The RTFF Board of Directors reserves the right to decide to not award a scholarship based on the availability of funds or absence of viable applicants. The RTFF Board of Directors can also decide to increase the number of scholarships to be awarded in any given year.

**Q: How and when is a RTFF scholarship paid out?**

A: Awarded scholarship funds will be paid directly to the student after completion by the student of the next academic term following the date of award and receipt from the student

## Frequently Asked Questions (FAQs)

evidence of successful term completion (e.g. an official transcript). Upon successful completion of the time period covered by their scholarship, a scholarship recipient will send a follow-up letter report to RTFF that delineates how the scholarship funds were used and the effect those funds had on the student's prospects.

### **Q: What documents are required as part of the RTFF application process?**

A: Applicants are encouraged to review the RTFF Scholarship Application Process on the RTFF website ([rtffinc.org](http://rtffinc.org)) which contains a complete description of the required documents.

### **Q: Will I be notified that I have successfully submitted my RTFF scholarship application?**

A: Yes, the RTFF Scholarship Administrator will send an email reply indicating that your scholarship materials have been received. The email message will only indicate what documents have been received. The email message will in no way be an assurance that you have submitted all the required documents; it is the applicant's responsibility to make sure that all required documents have been submitted. Applications that are missing the required documents after the close of the submission period will be considered incomplete and will not be reviewed by the RTFF Scholarship Committee.

### **Q: Can I add information or otherwise modify my application after I have submitted it through the RTFF scholarship portal?**

A: Yes, you can add additional documents to your application through the RTFF Scholarship Portal. Only those documents submitted through the portal before the application deadline will be considered by the RTFF Scholarship Committee. If an applicant intends to submit an official transcript through the regular mail as part of their application, the envelope containing the official transcript must be postmarked before the day and date of the application deadline. Any official transcripts that are postmarked after the application deadline will not be evaluated.

### **Q: When does the RTFF scholarship application period open and when is the deadline for submitting applications?**

A: The scholarship application opening date is January 1<sup>st</sup> of the new year. The scholarship closing date (deadline) for receipt of applications is 11:59 pm Eastern Time, April 30<sup>th</sup> of the new year. Applications for an RTFF scholarship will only be accepted during this time period. Any applications (including supplemental application materials) dated stamped after 11:59pm Eastern Time on the closing date will not be considered.

### **Q: When will the RTFF scholarships winners be announced?**

A: The successful applicant(s) will normally be notified of a scholarship award on or about June 1st. However, because of the uncertainty related to the Covid-19 Pandemic, the Board of Directors could announce a scholarship winner at any time. Be advised, any individual to whom a scholarship has been awarded who is subsequently found to have provided false or fraudulent information on his or her scholarship application form shall

## Frequently Asked Questions (FAQs)

immediately be deemed ineligible for award, funding will be withheld and the applicant will be considered ineligible for receiving scholarship consideration in any future year.

**Q: What information does the RTFF retain about me if I win a RTFF scholarship and how will that information be used?**

A: All application information submitted will be retained by RTFF. To receive RTFF scholarship funds, individuals must give RTFF permission to publicize the scholarship award, the recipient's full name, home city and state, and the nature of their educational aspirations when the scholarship award is announced.

**Q: If I do not win an RTFF scholarship, will my application be held in a queue for consideration in the next year, or do I need to reapply each year?**

A: Any prior year applicant or award recipient must submit a new application through the RTFF Scholarship Portal for consideration in any subsequent year. Except for award recipients, any information that was submitted and received through the RTFF Scholarship Portal (or via the regular mail) in a previous year will not be retained by RTFF.

**Q: What information is needed to verify that I have completed my requirements under the terms of the RTFF scholarship award?**

A: The RTFF Scholarship Administrator must receive from the scholarship awardee evidence of successful term completion (e.g. an official transcript, a certificate, license, or other industry-recognized trade credential in the area of study). Upon successful completion of the time period covered by their scholarship, each recipient will be requested send a follow-up letter report to RTFF that delineates how the scholarship funds were used and the effect those funds had on the student's prospects.

**Q: If I have been awarded an RTFF scholarship in the past, can I reapply for another scholarship?**

A: Yes, you can apply for a new scholarship. However, you must have successfully completed the first scholarship before you are eligible to make application for a new scholarship.

**Q: How do I contact the RTFF Scholarship Administrators if I have further questions?**

A: Applicants with follow-up questions may contact the RTFF Scholarship Administrator directly via email at the following address:

ScholarshipAdmin@rtffinc.org

or via the regular mail at:

Attn: Scholarship Administrator  
Rebuilding Their Future Foundation, Inc.  
Post Office Box 721  
Bethel Park, PA 15102

## **Frequently Asked Questions (FAQs)**

Any questions received via email or the regular mail after the closing time and date email will not receive a response from the RTFF Scholarship Administrator.