

GUIDELINES for FES ELECTRONIC SCHOLARSHIP APPLICATIONS
GRADUATING HIGH SCHOOL SENIORS 2008 – 2009 ACADEMIC YEAR

Scholarship applications may be downloaded and saved in EXCEL format from the FES website (www.fleng.org). This is the first year FES has used electronic submittal of the high school scholarship application. If you find problems downloading or using it, you should contact your local FES Scholarship Committee member (see below) or FES in Tallahassee for assistance.

The completed high school scholarship application should be copied to a CD. The following should be mailed to the local FES chapter scholarship committee representative so they receive it before the deadline February 1, 2009:

- The completed high school scholarship application in Excel format on CD.
- A hard copy of the completed high school scholarship application Certification Page (page 1).
- A copy of your transcripts.
- If your transcripts do not list your class standing for the last completed semester then a signed letter from your principal or guidance counselor priding the size of your class and your standing in it.
- A copy of your IB and AP exam results.

Within the electronic workbook file you will find eight tabbed worksheets that contain instructions, a certification page and the application itself including two pages of Form B. Please do not alter the workbook spreadsheets in any way even if you think there is an error. However, please notify FES if you believe you have found an error or problem with the function of the workbook spreadsheets. Since this is the first year with 100% submittal of the electronic application we recommend a hard copy be printed and sent also.

If we receive your application on CD and have problems with the file for any reason, your FES Chapter Representative will contact you to discuss the issues with you, if the deadline has not been reached.

If you have any questions, please contact your FES Chapter Representative (listed as 'Chapter Contacts' on the FES scholarship website) or FES in Tallahassee.