

**TOLEDO COMMUNITY FOUNDATION, INC.**  
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Toledo, OH 43604

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**TO:** Toledo Community Foundation Scholarship Recipients

**FROM:** Toni Shoola, Scholarship Officer

**RE: Scholarship Timeline**

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**On or before July 15** – Educational Institution Contact form due to TCF

**Late July** – Scholarship checks written and sent (as long as required documentation is received by TCF). In most cases, one check for the full amount of your scholarship is mailed in July. Many schools will split the payment between Fall and Spring semesters; if you want your funds to be allocated in a certain manner, be sure to advise the Financial Aid office at your school.

**September 15** – If completed Educational Institution Contact form is not submitted to TCF, recipient may forfeit award.

**On or before November 30** – Winter/Spring statement of account (student billing statement) due to TCF if your scholarship payment is being made for Winter/Spring semester. If statement is not available, send class schedule (only required of students who receive two scholarship payments or had their payment withheld for any reason in July).

**Mid-December** – scholarship checks written and sent.

If you mail the required information, address your envelope to:  
Toledo Community Foundation  
c/o Scholarships Dept.  
300 Madison Ave., Suite 1300  
Toledo, OH 43604

If you email a PDF, address it to [Toni@toledocf.org](mailto:Toni@toledocf.org).

**Please Note:**

**Between November 1 and February 1 of each year** – Renewal applications for scholarship recipients eligible for renewal will be available online. This scholarship, if awarded, starts a new year (money applied toward Fall and Spring semesters). ***Please note: If your scholarship is renewable, you (the recipient) must reapply each year and show progress toward your degree to be considered for renewal. There will be no extension on application deadlines.***