

## Instructions for Renewing Charlottesville Promise Scholarship

CSP Promise Scholars are eligible for renewal of their scholarships once a year. The deadline for all renewals is **MARCH 1<sup>st</sup>**.

- It is your responsibility to file your renewal materials on time. Please don't wait until the last minute and risk missing the deadline.
- The CSP Board reserves the right to deny scholarship renewal to any student whose renewal submission is late and/or incomplete.
- Please let us know if you're having trouble meeting your requirements. It is always better to reach out and talk to us than to risk missing your renewal deadline.
- Please be sure your name appears on all materials submitted on your behalf.
- The CSP scholarship committee reviews renewal applications and notifies scholars of the committee's decision by early summer.
- CSP scholarships consist of one payment per year. It is up to you to work out with your school how your scholarship should be applied—whether entirely to one semester, or split between semesters.

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CSP Scholarship Renewals require 4 pieces of information by March 1<sup>st</sup>, submitted through the

[Renewing Scholar Google Submission Form](#)

1) a complete transcript; 2) a personal statement; 3) a financial statement; and 4) updated contact information.

Please sign in to your Google account before you try to upload your complete transcript and your personal statement. (I won't get your files, otherwise.) The remainder of the form consists of short-answer and fill-in-the-blank questions comprising your financial statement and contact information.

Your **complete transcript** should show all your grades from the beginning of your college study through the most recent grade report received as of the renewal deadline. You must have a cumulative GPA of 2.0 or higher to qualify for a renewal of your scholarship. An unofficial transcript, copy, scan, or screenshot from your online student account is perfectly acceptable. If you have any difficulty accessing your transcript, please let us know before the deadline!

Your **personal statement** (**MINIMUM 300 words**) should outline your progress in school so far and describe your goals, achievements, and extracurricular activities. Tell us about any personal, academic, or financial challenges you've faced over the past year, and describe how you've taken advantage of the academic, social, or health resources available to you at your school. Please tell us what the scholarship has meant to you and to your family. You may add anything you believe will help us evaluate your renewal application. You should submit a new personal statement each time you apply for renewal. Please note that we may use excerpts of your statement in our newsletters or on our website. Be sure to put your name on this statement.

**After your renewal is confirmed in early summer, and before scholarship checks are issued later in the summer, you must upload a screenshot/copy of your fall tuition invoice via the [Renewing Scholar Google Submission Form](#).**