REC & ED SCHOLARSHIPS FREQUENTLY ASKED QUESTIONS

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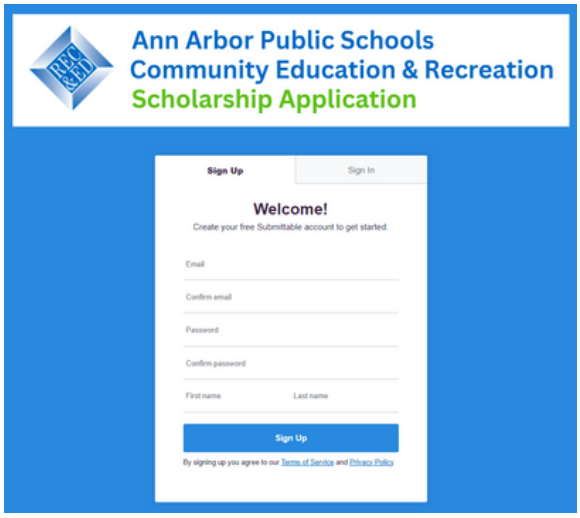
REC & ED SCHOLARSHIPS FREQUENTLY ASKED QUESTIONS

Submittable FAQs

AAPS Rec & Ed Scholarships Submittable Sign In Page:
https://aapscommunityeducationandrecreation.submittable.com/login

Why do I need a Submittable account?

- You will need to create a free Submittable account to submit your Rec & Ed Scholarship application.
- Submittable is a software used by thousands of organizations to build customized online submission and application forms, as well as to review submissions and communicate with submitters.



How do I create a FREE Submittable account?

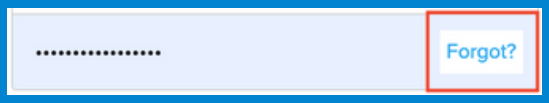
- Sign into your Submittable account
- You will see the Rec & Ed Scholarship application homepage
- Click the “Sign Up” tab
- Enter the following information:
  - Email Address & Confirm Email Address
  - Password & Confirm Password
  - First & Last Name
- Click the blue Sign Up button

How do I sign in to my Submittable account?

- Go to the AAPS Rec & Ed Scholarship Submittable Sign In page
- You will see the application homepage
- Click the “Sign In” tab
- Enter the following information that you chose when you created the account:
  - Email Address
  - Password
- Click the blue “Sign In” button

I can’t sign into my account. What should I do?

- Be sure to double check that your email and password are correct. If you’ve lost or forgotten your password, use the Forgot? link in the password box



How do I access the Rec & Ed Scholarship applications?

- Sign in to your Submittable account
- You will be directed to our Scholarship information page
- Read the scholarship information and application description
- Scroll to the bottom of the page to see our application
- Click the blue “Apply Here” button on the application
- Fill out the application

REC & ED SCHOLARSHIPS FREQUENTLY ASKED QUESTIONS

Submittable FAQs

AAPS Rec & Ed Scholarships Submittable Sign In Page:
https://aapscommunityeducationandrecreation.submittable.com/login

How can I invite people to collaborate with me on a submission?

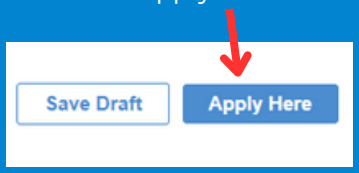
- Sign in to your account and select the application, you will be directed to the actual application. On this page, before you enter your information, you will see an option to Invite Collaborators.
- Find more information about collaborators here: Collaborate on Submittable

Inviting Collaborators

- Click on Manage Collaborators. A Dialog box will appear, asking you to enter the email addresses of your collaborators. Enter those addresses, then click Invite
- Invited collaborators will receive an email, letting them know you've invited them to collaborate on a draft submission using Submittable

How do I submit my scholarship application?

- Sign in to your Submittable account
- Select the application
- Fill out & provide all information
- Scroll to the bottom of the application
- Click the blue “Apply Here” button.

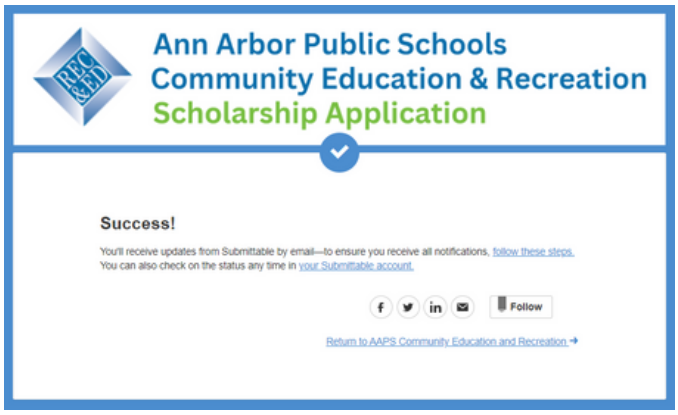


I tried to submit my application, but it is not submitting. What should I do?

- Scroll to the top of the page and review your application
- Look for any boxes that have Red writing underneath
  - Red writing indicates that the field needs to be filled out before submitting
- Fill in or edit the information
- Scroll to the bottom and click the blue “Apply Here” button

I submitted a scholarship application, what are the next steps?

- You will receive an email right away saying you submitted your scholarship application. If you did not receive an email, verify that you submitted your application
- Your application will be reviewed and processed in 5-7 business days. You will receive an email notification from AAPS Community Education and Recreation



REC & ED SCHOLARSHIPS FREQUENTLY ASKED QUESTIONS

Submittable FAQs

AAPS Rec & Ed Scholarships Submittable Sign In Page:
https://aapscommunityeducationandrecreation.submittable.com/login

How can I view a submission that I've made?

- Sign in to your Submittable account
- Click on Submissions at the top left of the page
- Your Submissions List is organized into tabs
- Locate the submission you want to view and click on the name of the submission
- You'll be directed to the submission's details

How do I check the status of my application?

- Sign into your Submittable account
- You will be directed to your submissions page. If you are not directed there, click on your name in the top right corner
- You will see a list of your submissions and a colored status box to the left
- Statuses you may see:
  Accepted, Completed, Declined, In-Progress and Received

How can I merge my Submittable accounts if I have more than one?

- If you have created more than one Submittable account and you'd like to simplify things by merging them into one account with one username/password, the support team will be happy to help you do that. Find more information here: Merge Accounts

How can I update my personal information on my Submittable profile?

- Sign into your Submittable account
- Click on your name in the top right corner
- Under the Personal Account tab, click settings
- On the left side of the page you will see several subcategories
- Select “Update Profile Info”
- Edit your information
- Scroll to the bottom and click the “Update Your Profile” button

Can I make edits to my application after I have submitted?

- No, you will not be able to make edits on your own.
- You will need to email us at scholarships@a2schools.org to request to edit/update information on your application

How can I download a copy of my application?

- In your submissions list, find the submission you want to download
- Click on the submission title
- Click the Download button in the upper right of the viewing box
- A .PDF summary of your submission will be downloaded to your computer

REC & ED SCHOLARSHIPS FREQUENTLY ASKED QUESTIONS

Rec & Ed Scholarship General FAQs

Need assistance with Submittable or submitting your scholarship?
Email scholarships@a2schools.org for assistance or to setup an appointment

How can I check to see if my scholarship is active?

- Call our front desk staff at 734-994-2300 x0 during our normal business hours Monday-Friday from 8am-5pm
- Our staff will look up your scholarship in our system. Make sure to provide the Submitter's first and last name to staff

When should I apply for a scholarship?

- Early! Please submit your scholarship application and required documentation at least **10 business days** before any class/activity/camp registration is scheduled to begin
- There are numerous registrations throughout the year and it takes time to review and process each scholarship application. Please apply as early as possible to avoid registration delays

How do I register for classes/activities/camps using a Rec & Ed Scholarship?

- Wait to receive the scholarship award email and the enrollment period has opened for registration
- Call our office 734-994-2300 x 0 during our normal business hours (M-F from 8am-5pm) for assistance with registration
- We do save a specific number of spaces in all of our classes/camps, specifically for scholarship recipients

Can I register for a class using my scholarship before the application has been processed?

- No, Rec & Ed class/activity/camp registrations cannot be processed until we have an approved scholarship on file or full payment is received.
- Please note that we are not able to refund fees or retroactively apply this scholarship to previously enrolled classes, activities or camps

What benefits does the Rec & Ed Scholarship provide to an individual or family?

- Individuals/families approved under the scholarship will either be eligible for a 100% fee waiver or a 50% fee waiver based on the documentation provided
- Each approved individual or family member may use the scholarship fee waiver for 1 Rec & Ed class/ activity for our Fall, Winter and Spring terms & 2 classes/activities or 1 camp (youth only) & 1 class/activity for our Summer term

Are there any additional costs or exclusions for Rec & Ed classes/activities/camps?

- Scholarship recipients over 18 years of age are required to pay a minimum $5.00 co-pay at the time of registration
- Some classes, activities or camps may indicate additional fees or specific scholarship co-pays
- Some of our classes, activities or camps may be excluded from the scholarship program or have a limited number of available spaces

REC & ED SCHOLARSHIPS FREQUENTLY ASKED QUESTIONS

Standard Rec & Ed Scholarship Application FAQs

Who is Eligible for the Standard Rec & Ed Scholarship Program?

- This is available to individuals and families who live within the boundaries of the Ann Arbor Public School District, have documented income/support that falls within specific HUD income guidelines.
- Non-AAPS residents are able to apply for the scholarship program as long as their children attend an AAPS school. If approved, the scholarship will only apply to the children listed on the application.

What documentation do I need to provide?

- Verification of your residency within the AAPS district by submitting a copy of your valid driver's license, a valid State ID or a current signed lease agreement. Other documentation may be accepted.
- Verification of your income/support by providing a copy of the following:
  - Current year's Federal Tax forms
  - W-2's
  - Two current pay checks
  - Schedule C - if self employed

SPECIAL NOTE:

- Based on your individual income/support situation, alternative or additional documentation may be required. The additional /alternative types of documentation are listed above
- If you are not currently working, you will need to provide information on how you are receiving support.

How Long Does this Rec & Ed Scholarship Last?

- Scholarships approved under this program will begin on the date the scholarship is approved and will expire on the first of the following month of the following year
- This scholarship must be renewed each year

Does this scholarship programs apply to the before & after school care (BAC) programs?

- Yes! Based on the documentation you provide with your application, your child will be awarded a 25%, 50% or a 75% fee reduction of the "standard" fees for before and aftercare sessions.
- Fee reductions do not apply to the enrollment fee, late payment or late pick-up fees

Are there additional costs or exclusions for the before and after school program scholarship?

- Fees must be paid by the monthly deadline to maintain your child's enrollment and scholarship assistance
- Enrollment/registration fees, late pick-up fees, late payment fees are not covered under the EDP scholarship program

Does this scholarship apply towards the Pay to Participate fees?

Yes, this scholarship can be applied towards the PTP Sport Fee only.
See more information here: Pay to Participate