

2025 BHS Local Scholarships

The deadline to apply for the 2025 BHS Local Scholarships is Tuesday, February 11, 2025 @ 3:30 p.m.

Please see specific instructions below regarding the application process. The local scholarship applications are housed within an online scholarship platform.

1. To begin, please visit <https://brownsburg.eformsolutions.com/landing/sign-in> and **select “Create New Account.”** This is the log-in page of the Brownsburg High School Local Scholarships 2025.

2. After you create an account, log in with your username and password. Your username will be the e-mail address you used to create the account, and your password will be what you made it. You will then be directed to the Brownsburg High School 2025 Local Scholarships home page. **Select “Apply”** on this page.

3. Next, complete the following sections you will see listed on the left-hand side of the page.

- **Section 1: Student Information**
- **Section 2: Academic Information**
Note: It is very IMPORTANT you take your time when answering the Yes/No questions in the Academic Information section. Each of the local scholarships has its own set of eligibility criteria. To determine which of the local scholarships you are eligible to apply for, you will answer yes/no qualifying questions in this section.
- **Section 3: Extracurricular Activities**
- **Section 4: Essay** (narrative of your goals as they relate to your educational and career plans)

4. Once you have completed Sections 1, 2, 3, and 4, **go to Section 5: Eligible Scholarships.** Here you will see a list of the local scholarships you have qualified for and can decide which scholarship applications you wish to complete. The list provides a description of each scholarship. **Each scholarship in the list will have a Yes or No question asking if you want to apply. You must answer each question.**

5. **For scholarships you answer “Yes” to applying to in Section 5, you will need to go to Section 6 and complete the specific questions for each of the scholarships.** Each scholarship has their own set of required items to complete, such as specific scholarship questions to answer, an essay, a letter of recommendation, reference, etc. Any scholarship you said “No” to applying to in Section 5 will not appear in Section 6.

IMPORTANT:

- **If a scholarship requires a letter of recommendation or a reference, you will be prompted to enter the individual's name and contact information.** Be sure to type the individual's e-mail address correctly. The recommender or reference should not be a family member. Out of polite courtesy, please contact the individual first to ask if they are willing to write a letter of recommendation for you or serve as a reference in which they may be contacted. It is good practice to ask before entering their contact information on the scholarship application.
 - **If the scholarship requires a letter of recommendation,** the individual will receive an e-mail notification to upload a letter of recommendation for the specific scholarship you are completing.
 - After you enter the individual's e-mail address in the scholarship application you are completing, please follow up and make sure the individual received an e-mail to complete it. I advise telling the individual to check their junk or spam e-mail folder in case the e-mail arrived there so it can be moved to their inbox. Please also inform the individual of the deadline.
 - For planning purposes, I recommend checking to see if a letter of recommendation is a requirement right away for any of the scholarship applications you qualified for so you can enter the individual's e-mail address in advance and allow plenty of time to complete the letter of recommendation by the Feb. 11th deadline. Asking a few days before or the day of the deadline does not provide advanced notice to the recommender, so please plan ahead.
 - **If a scholarship requires a reference,** you will be prompted to enter the name and contact information of someone whom the scholarship review committee can contact if they have any additional questions about you or the information you noted on your application.
 - The selection committee may or may not need to contact the individual, so, if they are not contacted, it is not a reflection of your application status.

6. Once you are finished with ALL scholarship specific questions in Section 6 for the scholarships you marked "Yes" to applying to in Section 5, you should see green check marks next to each of the six sections on the left-hand side. **If you are done applying and certain you have no changes you want to make, you are ready to click the blue "Submit" button. Clicking "SUBMIT" is a one-time submission for ALL scholarships. You should only SUBMIT ONCE when you are finished with all the scholarships you are applying for. Once you click "Submit," you cannot return to it to make changes.**

IMPORTANT:

- As you are working in the scholarship platform, **click the green "Save" button on the left-hand side** before logging out each time.

- **If you are ready to submit but do not see a green check mark for Section 5, make sure you have answered all of the Yes or No questions in that section asking if you want to apply.** Again, if you answer “Yes” to applying to a scholarship in Section 5, you will need to complete their required questions in Section 6. If you answer “No,” you will not see any items to complete in Section 6 for those scholarships.
- If you are all finished with the scholarship specific questions of those scholarships you are applying to but have a scholarship that requires a letter of recommendation and your recommender has not uploaded their letter yet, **you can still go ahead and click “Submit.” You do not need to wait on your recommender to fulfill that requirement.**

If you have any questions, please contact Mrs. Martin. For assistance with technical questions, there is a Support Tab on the log-in page for which you can submit a support request.