

How to complete a BCTC Scholarship Application

Go to <https://legacy.bluegrass.kctcs.edu/forms/scholarship/register.php>

1) Create a profile using the following information:

- ✓ First Name
- ✓ Last Name
- ✓ Username:
- ✓ Your Email Address
- ✓ Password

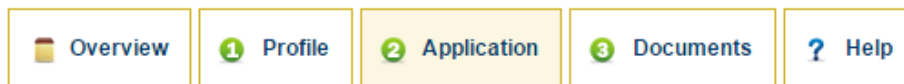
2) Verify your email address

An email with the subject *"Please verify your new 'Scholarship Application' account"* will be sent to the email you provided. You must verify within 24 hours of creating your profile. Also, don't forget to check your JUNK/SPAM folders if your email filters.

3) Complete the rest of your profile including

- ✓ Address
- ✓ Birthdate
- ✓ last 4 digits of your SSN
- ✓ Student ID

4) Once your profile is complete you may navigate between the tabs necessary to complete an application.



Online Scholarship Application: Application Tools

Overview Tab – Reviews the 3 step process of completing an application

Tab 1 (Profile) – Allows you to Edit Profile info such as address, phone number and email

Tab 2 (Application) – Allows you to Start, Edit, or View their application

Tab 3 (Documents) – Allows you to add or remove documents.

HELP Tab – Info on who to contact for help

5) Complete an application. Please complete the application for which semesters you plan to attend (i.e. Fall 2017/Spring 2018). Click the green “Start A New Application” button to begin.

Start A New Application

Click the button to launch the application for the desired academic year. The application will display in a full-screen format. You may return to this page and edit an application until it is submitted.


Fall 2017 / Spring 2018

START A NEW APPLICATION

Fall 2018 / Spring 2019

START A NEW APPLICATION

The application is broken down into 4 sections:

 PART I: **Education** *(required)*

 PART II: **Background** *(required)*

 PART III: **Personal** *(optional)*

 PART IV: **Verification** *(required)*

Click on the name of each section to expand and answer the questions.

PART I: Education (required)

Please check the item that is applicable to you for the Fall 2016 semester:

- Incoming Freshmen
- Currently Enrolled at BCTC
- BCTC Readmit
- Transfer Student from a KCTCS school
- Transfer Student from another school

Please check all BCTC Campuses where you have attended classes:


- | | |
|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Cooper | <input type="checkbox"/> Leestown |
| <input type="checkbox"/> Danville | <input type="checkbox"/> Newtown |
| <input type="checkbox"/> Lawrenceburg | <input type="checkbox"/> Winchester |

You must answer each question under the required sections. At the end of each section it is recommended that you "SAVE & CONTINUE"

SAVE & CONTINUE

SAVE & CLOSE

SUBMIT APPLICATION

 Your application has been saved

If you must leave and come back to the application later, you will find saved applications under the "My Applications" tab. Click "Edit" to open the saved application.

My Applications

You may edit a saved application until it is submitted. *Incomplete applications are not eligible for consideration.* If your application information is complete and accurate, you may submit the application for scholarship consideration. Once the application is submitted, all information is final. **No changes or revisions are permitted after submission.** You may print saved and submitted applications.

Fall 2016 / Spring 2017 (Saved 02/01/2017)

EDIT

PRINT

When you have completed Parts I, II, and III you are ready to sign the application. Please type your last name only as it appears on the profile. Don't forget to read and check the information box.

PART IV: Verification (required)

By signing below, I hereby verify that all information provided on this application is accurate. I hereby give my permission for the BCTC Scholarship Committee to review any available academic and financial aid records. I hereby give my permission to forward information included in or attached to this application to any outside BCTC scholarship donor. I understand that BCTC donor scholarships are contingent upon receiving funds from the donor. If selected as a scholarship nominee, I hereby give my permission for BCTC and/or the Scholarship Committee to publicly announce my selection.

Please type your last name:

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above statement.

You are now ready to submit your application. Click on the Submit Application button.

SAVE & CONTINUE

SAVE & CLOSE


SUBMIT APPLICATION

legacy.bluegrass.kctcs.edu says:

Once you submit your application you may no longer make changes to your information. Do you want to submit now?

OK

Cancel

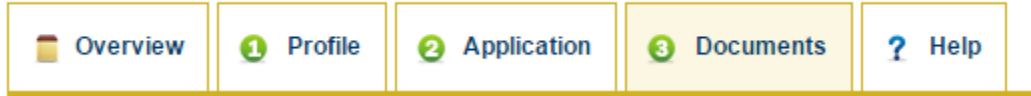
 Your application has been submitted

You may print a copy of your application for your records by selecting the print button.

Fall 2016 / Spring 2017 (Submitted 02/01/2017)

PRINT

6) Upload documents to your application. At any time after you create your profile you may begin uploading documents. To upload a document click on documents tab.

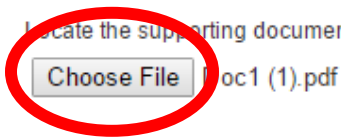


You may upload up to five documents of each type of supporting document. To begin select Choose File and attach your document.

Upload A New File

You may upload up to five (5) files for each type of supporting document. Files must be in one of the following formats: .doc, .docx, .rtf, .pdf. If you experience problems uploading your files, you may email file attachments to BL-Scholarship@kctcs.edu.

Locate the supporting document to upload:



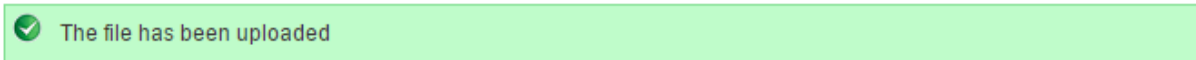
Select the document type:

UPLOAD FILE

My Supporting Documents

No files have been uploaded

Once you successfully upload a document it will show under the “My Supporting Documents” heading.



My Supporting Documents

Type	Filename	Upload Date	Delete
Transcript	Doc1 (1).pdf	02/01/2017	