

# APPLICATION

## FREQUENTLY ASKED QUESTIONS

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### **How do I apply for an Empower Illinois scholarship?**

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It is a two-step process. First, visit the [Empower Illinois Website](#) beginning **Tuesday February 27, at 7:00 p.m.** to reserve your place in line. You will complete a brief online form containing name, contact information, child name and preferred school. This will time stamp your application for the first-come, first-served scholarships.

After reserving your place in line, you will be emailed a unique link and use their reservation code to complete the full application. Applications will be sent on a rolling basis, over the course of a few weeks after reservations are made. After receiving the email, you will have 7 calendar days to complete the application and submit the required documents.

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### **What if I have multiple children, do I need to make a reservation for each child?**

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No, only one reservation and application will be accepted for each household. A household is defined as all family members living together at the address of the residential custodian. Duplicate reservations will be deleted. The application can account for up to 15 children per family.

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### **What if I don't know what school my child will be attending?**

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Please list a preferred school to increase the likelihood of matching to available funds. No awards will be processed until enrollment has been confirmed by your school of choice.

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### **Will I need to submit any documents to reserve my spot in line?**

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No. The application is a two-step process: reserve and apply. You will not submit any documents to reserve. It is not until you are completing the application itself that eligibility documents are required.

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### **How much time do I have to complete the full application?**

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After receiving your unique application link via email, you will have 7 calendar days to submit your completed application and all required documents. It is important to take your time and make sure everything is complete and all documents have been submitted.

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### **When will I be notified of my application status?**

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Empower Illinois will notify you of your application status within 10 business days of reviewing and determining your eligibility.

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### **I completed half of the application or I'm uncertain of my status from the previous, suspended application process. What should I do?**

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Unless you have received a scholarship award letter, you should reserve and apply through this system beginning Feb. 27, regardless of how far you may have gotten through our old application. No previous information has been saved.

## **If I received an email confirmation that my application was submitted on January 31, do I need to reapply?**

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Empower Illinois has contacted the eligible scholarship recipients who were able to successfully submit complete applications with all necessary documentation on January 31. Our Board and leadership teams have chosen to award scholarships to those who qualified. Empower Illinois will fund the scholarships out of Invest in Kids Act funds that otherwise would be allocated to cover administrative costs. This will not affect the amount of funds that are available for scholarships.

If you have not heard from us, you need to reapply.

## **If I need help during the reservation or application process, who can I contact?**

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The Empower Illinois service center hours are 8:00 a.m. – 8:00 p.m. (Central Time), Monday - Friday. The phone number for the service center is 1-855-318-1222. Limited additional phone support may be available until 9:00 p.m. (Central Time) on the day of the reservation process, February 27.

## **My school wasn't listed on the previous application. What should I do?**

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The problems with the previous application system have been corrected. The list of schools that will populate our application and website was provided by ISBE as of Feb. 15, 2018 at 5:00 p.m.