

New Century Scholarship

Renewal and Payment Request Instructions



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BASIC RULES

Students will need to request a payment through their Regents' Scholarship account in the following situations:

- In order to renew the New Century Scholarship, you must submit the following documentation **EACH SEMESTER** by the deadlines listed below. To maintain eligibility, you are required to enroll in and successfully complete 15 credit hours each semester, earning a 3.3 semester GPA or higher. If you do not earn a 3.3. semester GPA you may be placed on probationary status; however, if you earn a semester GPA lower than a 3.3 for a second semester you will forfeit the scholarship. You must renew the scholarship each semester, enrolling in Fall and Spring (Winter) semesters continuously unless an approved leave of absence is obtained. The scholarship will expire five years from the date of high school graduation and may be utilized for four semesters, 60 credits, or completion of a bachelor's degree, whichever comes first. Please note: only credits earned during semesters in which you received a scholarship payment are counted towards the 60 credits. You can only receive two award payments per academic year. If you do not provide evidence of meeting the renewal requirements by the deadlines listed below, you will permanently forfeit the scholarship.
- Students who were approved for a deferment immediately after high school graduation you will need to submit proof of enrollment as described below. You will not need to submit proof of completion; however, if you drop below 15 credits you will forfeit the scholarship and will have to repay the award.

DEADLINES FOR SUBMITTING A PAYMENT REQUEST

All renewal documentation must be postmarked by the following dates:

- **September 15** for Fall Semester
- **February 1** for Spring/Winter Semester (for those attending BYU)
- **June 1** for Summer Semester

You are strongly encouraged to submit the required renewal documentation as soon as possible. Payment processing takes 2-3 weeks after all required documents have been received. In some cases, you may not receive the award payment until after tuition is due. In such cases, it is your responsibility to comply with and meet any tuition payment deadlines.

DEADLINES FOR SUBMITTING A LEAVE OF ABSENCE REQUEST

If a recipient does not continuously enroll, they must apply for and be granted an approved leave of absence through the New Century Scholarship Program. Recipients are encouraged to submit a Leave of Absence application as early as possible if they do not intend to enroll in Fall Semester but no later than **August 1**. If you are not enrolling in Spring (Winter) Semester you must submit your Leave of Absence application no later than **January 15**. The application for a leave of absence can be found on www.newcenturyscholarship.org.

PAYMENT REQUEST DOCUMENTATION

Proof of enrollment in at least 15 credit hours must include the following:

- | | |
|---|--|
| 1) your name | 4) the name of the college/university where you are enrolled |
| 2) the titles of enrolled courses | 5) your student college/university ID# (may be handwritten) |
| 3) the semester you will attend (for example "Spring 2018") | 6) total number of credit hours enrolled |

Note: BYU Independent Study and wait-listed courses do not count towards meeting the minimum credit hour requirement.

Proof of successfully completing at least 15 credits, earning a 3.3 semester GPA or higher must include the following:

- | | |
|--|---|
| 1) your name | 4) the title of courses completed |
| 2) the semester attended (for example "Fall 2017") | 5) total number of credit hours completed with grades |
| 3) the name of the college/university attended | 6) the semester GPA earned |

HOW TO SUBMIT DOCUMENTATION

To renew your scholarship and request a payment log in to your New Century Scholarship account and click on "Payments". If you have not created your New Century Scholarship student account go to myaccount.newcenturyscholarship.org/onboard and enter the information requested. Once your account is created, you will log into your account through myaccount.newcenturyscholarship.org and follow the steps below to upload your renewal documents:

Step 1: Follow the instructions found in the table below to obtain the correct documentation.

Step 2: Save the document(s) as a PDF or PNG format. You may need to print the document, then scan it to save it as a PDF.

To save the document as a PDF follow these steps when using Google Chrome:

- Pull up your document on your college account.
- Right click and select Print (Make sure Headers and Footers is checked under "Options".)
- Click "Change" to change your printer and select "Save as a PDF".
- Click "Save", this will pull it up as a PDF, then you can save it to then upload it to your scholarship account.
- Mac users can follow similar steps selecting to print the document. Once in the print screen save as a PDF.

Step 3: Log in to your student account and click on "Payments" on the left side of the page.

Step 4: Click on "Request Payment" then complete the questions and upload the required documentation.

Please note: If you choose to submit an official transcript to show completion of the course work, you may use the college or university's electronic transcript exchange to send a transcript directly to us from the college. However, we do not accept documents submitted via email or fax directly from students.

TIPS FOR SUBMITTING RENEWAL DOCUMENTS

- The documents should either be obtained from the college registrar or from your college on-line account and does not need to be official, but must be obtained directly from the college's website.
- Documents cannot be copied and pasted or have information that has been handwritten or typed (with the exception of the student ID). Screen shots capturing **ALL** required .
- A school website at the bottom or top of the page is acceptable for the college name.
 1. If a document does not print with the website on it, you can generally adjust this from "Page Setup" or the printer settings by adding in the header or footer.
 2. Google Chrome users-after selecting print, ensure that "Headers and Footers" is selected in the Options box.
- Wait-listed courses do not count towards the minimum credit hour requirement.
- Course work completed through BYU Independent Study is not accepted.

ACCEPTABLE DOCUMENTS

Below are steps to obtaining documents that are generally accepted for the renewal of the scholarship. The information provided below was verified as of January 2017. However, campus systems can change without notice; therefore, if you are experiencing difficulty in obtaining the documentation needed to renew your scholarship please contact us.

PRIOR TO SUBMISSION, STUDENTS ARE RESPONSIBLE FOR CHECKING TO ENSURE THAT THE DOCUMENT CONTAINS ALL THE REQUIRED INFORMATION AS OUTLINED ON PAGE 1.

College/ University	Document Name	Document Acceptable for Proof of Completion	Document Acceptable for Proof of Enrollment	Steps to Obtain the Document
Brigham Young University	Record Summary	Yes	Yes	Log in to your myBYU account. In the "Campus Favorites-Student" box click "View Grades and Academic Progress." Or, in the "Campus Links" box, click "School," then click "AIM," then click "Grades."

STEP BY STEP INSTRUCTIONS CONTINUE ON THE NEXT PAGE

College/ University	Document Name	Document Acceptable for Proof of Completion	Document Acceptable for Proof of Enrollment	Steps to Obtain the Document
Dixie State University	Student Detail Schedule	No	Yes	Log in to your myDixie account. Click on "Student" then on "Registration." Click on "Student Detail Schedule" and select the term. Ensure that URL prints out on the document.
	Academic Transcript	Yes	Yes	Log in to your myDixie account. Click the "Student" tab, then click on "Student Records." Click "View Unofficial Transcript." Ensure the school name or URL prints on the document.
Southern Utah University	Academic Transcript	Yes	Yes	Log in to your mySUU portal. In the Banner box, click "Student Menu." Click on "Student Records," then click on "Academic Transcript." From the drop-down menu, select "All Levels" and "Web Transcript." Ensure that school name is on the document, either in the URL or elsewhere. Please note, your university ID # can be handwritten or take a screen shot and save the document in order to show the ID #.
	Official Transcript	Yes	Yes	Log in to your mySUU portal. Under "resources" select order transcript. Complete the request.
University of Utah	Unofficial Transcript	Yes	Yes	Log in to the CIS. In the Grades box click "View your Unofficial Transcript" then click "Go." Click "Refresh" to view and print.
Utah State University	Student Detail Schedule	No	Yes	Log in to your myUSU portal. On the left hand side of the screen select "Banner." Click on "Main Menu" then the student tab. Next click on "Registration." Select the semester and click "View." Must print with the URL in order to be acceptable.
	Academic Transcript	Yes	Yes	Log in to your myUSU portal. On the left hand side of the screen select "Banner." Click on "View Transcript", select "Undergraduate" for the level and "Unofficial" for the type. Click "Submit."
Utah Valley University	Academic Transcript	Yes	Yes	Log in to myUVU account. Go to the student tab on left hand side of screen and select "My Academics." Click on "Unofficial Academic Transcript." Select "Undergraduate" for level and "Unofficial" for Type. Click Submit. Your university ID # can be handwritten or take a screen shot and save the document in order to show the ID #.
	Student Schedule	No	Yes	Log in to myUVU. Go to Student tab on the left hand side of the screen and select "My Academics". Click on "My list of Classes." Select the term. Please note, your university ID # can be handwritten or take a screen shot and save the document in order to show the ID #.

STEP BY STEP INSTRUCTIONS CONTINUE ON THE NEXT PAGE

College/ University	Document Name	Document Acceptable for Proof of Completion	Document Acceptable for Proof of Enrollment	Steps to Obtain the Document
Weber State University	Unofficial Transcript	Yes	Yes	Log into the eWeber portal. Search for "unofficial transcript." Click "View your unofficial transcript." Please note, you will need to handwrite your university ID # on the paper then scan it or take a picture in order to upload it.
	Academic Transcript	Yes	Yes	Log in to the eWeber portal. Search for "official transcript." This will take you to the Student Clearing House page. Go to the bottom of the page. Select "order and track transcript." If you need to enter an email address to send the transcript to, enter newcentury@ushe.edu.
	Student Schedule Bill	No	Yes	Log in to the eWeber portal. Click on "Tuition and Fees" icon. Select "Student Schedule Bill". Select the correct semester.
Westminster	Enrollment Verification Form	No	Yes	New students must contact the Registrar to obtain this document.
	Official Transcript	Yes	Yes	Can be ordered from the Registrar.