



**PANHANDLE-PLAINS
HIGHER EDUCATION FOUNDATION**

WINDMILL SCHOLARSHIP Q and A

Initial Windmill Scholarship Application:

Q: When will the Windmill Scholarship open and begin accepting applications for the next academic year?

A: The application process will open in early January of each year for new applicants to complete the initial application process for the next academic year (Fall/Spring). Please visit our web page at www.pphef.org for the most up to date information concerning the Windmill Scholarship.

Q: What is the priority deadline?

A: The priority deadline date for an initial scholarship application will be **March 1st** of each year. This means the initial application process must be completed with all required documents received by the priority deadline date, for consideration. **Please note:** Applications completed and received before or after the priority deadline will be reviewed and awarded in date completed order as long as funds are available. The priority deadline date may be subject to change, due to funding limitations, so we highly recommend applications be completed as soon as possible. Please visit our web site at www.pphef.org for the most up to date information concerning the Windmill Scholarship.

Q: If eligible for the Windmill scholarship, what is the dollar amount of the award per academic year?

A: The amount of the Windmill Scholarship does vary. Eligibility will be assessed by reviewing information concerning academic performance, financial need, extracurricular activities, leadership and references provided in the application process. Applications will be reviewed and scored on a 100-point scale to determine eligibility and award amount for the scholarship. Based on the scoring review, a student may be eligible for an award between a minimum of \$1,500 with incremental \$500 increases based on their total points up to a maximum of \$5,000 per academic year. The awards are renewable as outlined in our Requirements, Terms and Conditions document, which may be found on our website at <https://pphef.org>.

Q: What documents are required for an initial High School or current college student Applicant? What will I need to apply?

A: The Windmill Scholarship application may be completed online by visiting the PPHEF web page at www.pphef.org and selecting the Windmill Scholarship tab. Please review the information on the scholarship page. You may select the blue button, at the bottom of the page, to see if you qualify to apply. If you qualify to apply you may begin the application process. You will need to have the following information available.

Essay providing involvement in extracurricular activities that may include academic honors, school related volunteer activities (high school or college), community volunteer activities, athletic, and religious, as well as paid and unpaid work. Please provide details of involvement and leadership roles. Brag on yourself! Tell us the wonderful things you have done and the awesome things you hope to accomplish.

FAFSA Submission Summary (FSS) - entire report (generated from FAFSA completion)

High School Applicant - 7th semester High School Transcript showing Class Rank and College 4 Pt (Unweighted) GPA.

College Applicant - Current college student academic transcript

Names and email addresses of three references

Q: Do I have to upload the complete FAFSA Submission Summary (FSS) or just the first page?

A: You must upload the complete FAFSA Submission Summary (FSS), all 7 to 10 pages.

Q: What is a permanent address?

A: A place of residence that is not a temporary residence such as a college address. Typically this may be your parent's home address.

Q: May I use my high school, college or work email address? Why should you use a personal email and not a high school or college issued email address?

A: We discourage use of any email address other than a personal one. If you lose access to high school, college or work emails you will not receive communication from us on required actions needed for your scholarship application.

Q: What do I do if my college is not listed in the drop down box?

A: If your college is not listed in the drop down it may not be an eligible institution for our scholarship. Please reference the general criteria listed in the Windmill Scholarship Requirements, Terms and Conditions for the definition of an eligible institution. You may also contact us if you are unable to find your college on the list. Please note that you must be attending an eligible Texas institution.

Q: Does Homeschool Curriculum qualify for the Windmill Scholarship?

A: No, you must be a current Texas high school graduate from an accredited public or private Texas high school.

Q: What Anticipated graduation date should I use if I am attending a Community College first?

A: Use the anticipated graduation date to receive your first baccalaureate undergraduate degree.

Q: Where do I upload my transcript?

A: There are specific sections of the application noted where each document may be uploaded. Make sure they are in a PDF format and the file name is within the required field length.

Q: What is an eligible degree program?

A: Degree or Certificate programs, that are described as technical programs or do not prepare a student to transfer to a college and work toward a baccalaureate degree, are NOT eligible programs for scholarship consideration.

Q: Why does PPHEF request college class schedules?

A: In order to validate program of study, class schedules will help PPHEF staff determine if you are enrolled in an eligible academic degree program.

Q: What is the purpose of the Opt-In questions?

A: OPT-IN will allow PPHEF to send Text messages to your cell phone. PPHEF will only text date sensitive requests that require immediate attention regarding your scholarship deadline dates. OPT-IN is also used in allowing PPHEF to use a photograph for media publications whether printed or online. You may ALWAYS call us to OPT-OUT of any of these features.

Q: What should I do if I am not receiving emails concerning my Windmill Scholarship?

A: Please login to the Windmill Scholarship portal and verify your email is listed in your account profile. If that is correct, verify the Email notifications are not going to a SPAM/Trash or a random folder created within your email. Create a rule within your email service provider to allow emails from Windmillscholarship.org.

Q: What is PPHEF Service Area Counties?

A: These counties represent the Texas Counties within the PPHEF service area for scholarship consideration. The applicant's permanent residence must be in one of these counties. You may view a listing of the PPHEF service area counties by visiting our web page at www.pphef.org and selecting the Windmill Scholarship tab. You may also select the blue button at the bottom of the Windmill Scholarship page to verify by zip code, if you qualify to apply.

Q. Why do I need to provide my school ID number?

A. In order to safeguard your identity, we are requesting the school ID number. This number is used to identify you with your scholarship disbursement when colleges and universities disburse your scholarship funds.

References:

Q. How do my references provide the reference information for me?

A. Once PPHEF receives the scholarship application it will send an email to the listed references with a link to a recommendation form that will allow the references to highlight the student's strength, accomplishments and leadership qualities in support of their scholarship application. Please let your references know it is important they complete and submit the reference form as soon as possible to avoid delays in the completion of your application. Your application will not be considered complete or reviewed until all three references have been submitted.

Q: How do I change a reference on my application?

A: Please contact us and we will make that change for you. You will need to provide the Full Name, email address and confirm the new reference is not related to you.

Q: How do I correct a reference email address that is incorrect?

A: Contact our office and we will make that correction for you.

Q: My reference is not able to complete the Recommendation for me, what do they need to do?

A: Please have the reference contact our office so we may find out what type of issue they may be having concerning the completion of the reference information.

Update Account Profile – Email Address – Password:

Q: May I change my email address?

A: Yes, login to the Windmill Scholarship portal select the Account Profile tab, select the Edit button next to your email address and follow the required steps. If you do not receive the verification email in your inbox, check your spam or junk folders.

Q: I did the Forgot My Password and never received the verification email.

A: Allow some time for the email to generate. If you still do not receive the email in your inbox, check your spam or junk folder.

Q: How to Whitelist windmill scholarship@pphef.org in Gmail. If you are having problems receiving email from PPHEF and have a Gmail account to access your emails you may need to follow the instructions listed below procedures:

- (1) Open Gmail. In the upper-right corner, select the **Settings** (gear) icon. From the menu, choose **Select All Filters/Settings**.
- (2) Select **Filters and Blocked Addresses**.
- (3) Select **Create a new filter**. You may have to scroll down to find this link.
- (4) A dialog box appears. In the **From** field, type the email address you want to allow. Be sure to type the full email address: windmill scholarship@pphef.org
- (5) At the bottom of the dialog box, select **Create filter**.
- (6) On the next screen, tell Gmail what to do with the email address you just indicated. To do so, select **Never send it to Spam**. To finish the process, select **Create filter**.

Q: Should I login to my scholarship application periodically? How often should I login?

A: Yes, you should login to your Windmill Scholarship portal periodically to check the status. The application tracker tab provides information concerning the status of your scholarship application and other useful information. It will also provide information concerning satisfactory academic progress or renewal. You may also review or correct information in the account profile tab and review any emails in the notification tab. Also your password will disable after 90 days from the last login.

Q: What do I do if my password is disabled?

A: You will need to go through the Forgot/Reset My Password process.

Q: What if I need to change my school or my anticipated degree?

A: Login to your Windmill scholarship portal and select the Account Profile tab. Select the Edit button next to the school information. This will open an information box that will allow you to select a new Texas College from the list in the drop down box and select save. To change your anticipated degree you may provide the new degree name in the anticipated degree box and save. A change to either of these items will automatically generate an email to PPHEF notifying us of the change.

Uploading Documents:

Q: How do I upload my documents or having trouble uploading my documents?

A: Use the appropriate upload button to send the documents. The name of the document should be something short and simple; like FAFSA Summary 2023 (current year). File names for documents that are extremely long or

have special characters will typically cause an error in the upload process. Also make sure the document is saved in .PDF format. If you do not see a way to upload the documents, it could be we have reached the deadline date to complete the scholarship application or to provide required documents. Please call or email our office if you are having issues with the upload process.

Transcripts:

Q: May I use an unofficial college transcript or do I need to get an official copy to upload for the scholarship?

A: It may be either unofficial or official, as long as the transcript provides all the required items such as your full name, college name, displays each semester with semester and cumulative GPA as well as semester and cumulative hours attempted and earned.

Disbursements:

Q: I was awarded a Windmill Scholarship and would like to know how it will be disbursed?

A: The amount of the scholarship you were awarded is the award for the academic year (fall/spring). During the academic year one half of the award will be disbursed in the fall and one half of the award will be disbursed in the spring. The scholarship award funds will be sent directly to the college you have listed in your account profile for credit or disbursement to the student account. If you do not attend one of the semesters the disbursement for that semester will be cancelled. If any changes are made to the college you plan to attend please be sure and update this information in your account profile.

Q: My college has not received my scholarship funds. What should I do?

A: Make sure the college we have listed on your profile is correct. If this has changed let us know as soon as possible. We will need to request those scholarship funds be returned and then sent to the updated college. If everything is correct on your profile, please verify with the Billing Office if any scholarships funds have been received but not posted. You may also contact us and we can verify when the funds were sent to the college.

Satisfactory Academic Progress (SAP)

Q: What is SAP?

A: Satisfactory Academic Progress. The SAP guidelines provide information on the minimum cumulative GPA and earned semester hours requirements that must be met to maintain your scholarship eligibility. You may also review the requirements in the Windmill Scholarship Requirements, Terms and Conditions.

Q: May I use summer school to bring up my cumulative GPA and/or cumulative semester hours earned?

A: Yes, upon completion of each summer school term you must submit a copy of your academic transcript so we may verify the cumulative GPA or cumulative semester hours earned meet the requirements. If approved you will be notified by email and the funding of your scholarship disbursement to your school will be authorized at the appropriate time. Based on the date we receive your academic transcript, scholarship funds disbursed to your college could be delayed.

Q: What happens if I have two consecutive scholarship disbursements cancelled?

A: If two consecutive scholarship disbursements are cancelled due to failure to maintain satisfactory academic progress or not uploading a transcript your Windmill Scholarship award will be cancelled. You may reapply for the scholarship once you have reestablished eligibility. This will be a new application and you will be required to complete all of the initial application steps.

Renewals:

Q: Will my scholarship award automatically renew each year?

A: You will receive an email reminder concerning renewal May 1st of each year. Auto renewal of your scholarship award for the next academic year will be determined by reviewing your most recent academic transcript to verify you have maintained satisfactory academic progress as defined, in the Windmill Scholarship Requirements, Terms and Conditions. Please login to complete the Windmill Scholarship Application Renewal process as outlined in your application tracker. Deadline date to complete the renewal process is May 31st of each year. Please note scholarship funds may be received for a maximum of four academic years (Fall/Spring) of undergraduate enrollment or until receipt of your first baccalaureate undergraduate degree, as long as you continue to meet satisfactory academic progress guidelines.

General Questions:

Q: May I apply if I am a graduate student?

A: No. Applicants for the Windmill Scholarship must be working toward their first undergraduate baccalaureate degree.

Q: Will I be able to keep my scholarship award if I transfer to an out of state college:

A: No. You must be enrolled at an eligible Texas College.

Q: How do I contact PPHEF if I have questions concerning the Windmill Scholarship?

A: You may use one of the following:

Email: windmillscholarship@pphef.org

Phone: Toll Free: 877-629-3669

Direct: 806-324-4100

The FAFSA Simplification Act changed several key vocabulary terms which will impact the 2024-2025 academic year application process and subsequent years. This document reflects those changes.