



# Paychex Scholarship Program: FAQs

---

[Who is eligible to apply?](#)

[My parent's employment makes me eligible for this scholarship. Whose contact information should I include?](#)

[When is the recommendation deadline?](#)

[When is the application deadline?](#)

[What email address will communications from Edcor come from?](#)

[Should I submit all my information before I request a recommendation?](#)

[What is the estimated Program timeline?](#)

[What are the selection criteria?](#)

[What are the details of the award?](#)

[Is this scholarship renewable?](#)

[When is the renewal process?](#)

[How does Edcor notify those eligible to renew their scholarship?](#)

[How will I know that I have completed the renewal process?](#)

[Which school should I list on the application if I have not made a final decision?](#)

[How do I change my college choice?](#)

[How do I know if my application is complete?](#)

[I uploaded a document that no longer displays on my application. Do I need to submit it again?](#)

[How do I upload more than one file at a time?](#)

[How do I create a .zip file?](#)

[What is the difference between Official and Unofficial Transcripts?](#)

[What are the Do's and Don'ts of uploading documents to my application?](#)

[Where and when should I send my supporting documents?](#)

[How and when will I receive notifications?](#)

[What are my responsibilities if I am chosen as a recipient?](#)

[How and when are checks issued?](#)

[Are scholarships taxable?](#)

[Who administers this program?](#)

[Who can I write a Thank You card to?](#)

[Who do I contact if I have other questions?](#)



## Who is eligible to apply?

Applicants must meet all the following criteria to be eligible for this scholarship:

- You must be a dependent\* child, age 25 and under, of a Paychex employee who has a minimum of one year of employment with the company as of the application deadline date.  
*\* Dependent children are defined as natural children, foster children placed in the employee's home for adoption, and legally adopted children or stepchildren living in the employee's household or primarily supported by the employee and claimed as a dependent on the employee's Federal Income Tax.*
- You must be a high school senior or high school graduate who plans to enroll for the first time or a student who is already enrolled in full-time undergraduate study.
- You plan to enroll in full-time undergraduate study at an accredited two-year or four-year college, university or school for the entire 2025-2026 academic year.
- Dependents of a Paychex Director, Sr. Director, or Executive are **not** eligible to apply for the scholarship.
- Scholarships are limited to one per family. For example, an employee's child wins in 2020 and is eligible for renewal for up to 3 years. The other employee's child will be graduating high school in 2024 but they would not be eligible to apply.

## My parent's employment makes me eligible for this scholarship. Whose contact information should I include in the application?

Applicants must register using their personal information and email addresses. Do not use your parent's work email addresses and do not use your high-school-provided email address.

Your My Profile page should reflect the applicant's (the person who is attending university) legal name and contact information. Parent information will be needed and is specifically asked for in a different section of the application.

## When is the recommendation deadline?

March 30, 2025

## When is the application deadline?

March 31, 2025

## What email address will communications from Edcor come from?

They will come from Edcor Scholarship [noreply@mail.smapply.net](mailto:noreply@mail.smapply.net) and [scholarshipsupport@edcor.com](mailto:scholarshipsupport@edcor.com)

You should add these to your email address book or "safe senders list" to ensure communications are not sent to your junk mail folder.



## Should I submit all my information before I request a recommendation?

No. You should request a recommendation as early as possible to ensure there is enough time for the recommendation to be submitted by the deadline.

## What is the Program's estimated timeline?

- Application Opens: February 03, 2025
- Recommendation Deadline: March 30, 2025
- Application Deadline: March 31, 2025
- Scholarship Recipients Notified: May 1 – 16 (Paychex Notification Period)
- Award acceptance by Recipients on the system May 19-30, 2025
- Scholarship Checks Issued: Mid-June

## What are the selection criteria?

An Edcor independent selection committee will evaluate the applications and select the recipients considering:

- Community Involvement/Impact (outside of school)
- Honors and Awards
- Participation and leadership in extra-curricular/co-curricular activities
- Personal Goals Statement (career and educational goals/objectives)
- Academic achievement record
- Recommendation Letter
- Unusual Circumstances/Overcoming Challenge Statement
- Work Experience

Selection will take the above-mentioned criteria into account.

Decisions of the selection committees are final and are not subject to appeal.

No application feedback will be given.

## What are the details of the award?

- The Paychex Scholarship Program annually awards 12 new scholarships of \$1,500 each.
- Awards are for **undergraduate study only**.
- Non-recipients from prior year programs may reapply each year if they continue to meet eligibility requirements.

## Is this scholarship renewable?

Yes. Awards are renewable for up to three additional years or until a bachelor's degree is earned, whichever occurs first. Students must complete and submit a renewal form within the established guidelines.

Guidelines include recipients meeting renewal request deadline date, maintaining satisfactory academic performance in a full-time undergraduate program (maintaining a cumulative grade point average of 2.75 on a 4.0 scale or the equivalent), and continued employment by Paychex of the recipient's parent.



Renewal students will be eligible to receive the full award if they are graduating in December.

### **When is the renewal process?**

The timelines for the renewal process coincide with the timelines of the new applications to avoid any confusion. The renewal applicants would log back into the site and complete a set of 4 – 5 verification tasks to establish their eligibility and update information if any.

### **How does Edcor notify those eligible to renew their scholarship?**

Edcor will send you an email from the [scholarshipsupport@edcor.com](mailto:scholarshipsupport@edcor.com) address to let you know that you are potentially eligible for renewal. The email will also highlight the timelines (start and end dates) for you to complete all eligibility verifications, and the site link with guidelines to log back in case you have forgotten your password will also be there in the email.

### **How will I know that I have completed the renewal process?**

Make sure that you have marked all tasks as complete. Look at the sidebar on the left for check marks against all tasks. Then submit the renewal application. A system-generated notification will be sent to your registered email stating that the renewal application is submitted.

Please note that all renewal applications are reviewed for eligibility verifications. The administrator may reach out to you on your registered email for additional detail.

### **Which school should I list on the application if I have not made a final decision?**

List the school that you are most likely to enroll in.

### **How do I change my college choice?**

This information can be updated on the application before you submit it. If you haven't decided while applying for the scholarship and are waiting for replies from other schools, add the school you are most likely to go to.

If awarded, you will get another chance to update this information during the award acceptance process.

### **How do I know if my application is complete?**

Once you complete all the tasks and mark them as Complete, the taskbar on the left-hand side corner of your application portal will show check marks. Review your application and submit it. When you submit your application, you'll see the status of your application updated to Submitted.

### **I uploaded a document that no longer displays on my application. Do I need to submit it again?**

Previously uploaded documents that are no longer displayed with a status on the home page have been rejected.

The most common reasons for a rejected document are as follows:

- ♦ The document uploaded is not one of the accepted file types:
  - ♦ pdf
  - ♦ tif,
  - ♦ png
  - ♦ gif
  - ♦ jpeg
  - ♦ jpg
  - ♦ bmp
  - ♦ xps.
- The document uploaded was not the document requested.
- Not all pages of the document were contained in the file.
- We cannot open the file. The file may be corrupted, or password protected.

Refer to the upload section of your application for the details of the required documents and upload a new file that meets the criteria stated.

## How do I upload more than one file at a time?

You may create a .zip file containing more than one file if everything included is in an acceptable format (i.e. Pdf, .tif, .png, .gif, .jpeg, .jpg, .bmp, and .xps.)

## How do I create a .zip file?

To use this format, follow the steps outlined below:

1. Create a new folder on your Desktop - name it the document type you will be uploading. For example, Test Scores, Transcripts, or Financial Documentation.
2. Move all the pages you wish to upload into the new folder.
3. Right-click on the document from your Desktop, select "Send to," followed by "Compressed (zipped) folder."
4. Your new .zip file will be located on your Desktop ready to upload.

## What is the difference between Official and Unofficial Transcripts?

Official transcripts must be obtained through your high school administration office, or your college registrar's office. These transcripts are normally printed on official letterhead and/or state that they are official. These may contain a signature.

Note: Your official transcript may come to you in a sealed envelope, stating it will become unofficial if opened. When scanning or copying your official transcripts, a watermark may appear noting they are now unofficial. Despite any watermarks or sealed envelopes, you may open the envelope if needed to upload the document. These documents will still be considered official for our purposes. When scanning or copying, you do not need to include a copy of the sealed envelope.



Unofficial transcripts may be accessed through your school's online student portal. These pages must still be converted to one of the acceptable file formats. There are free tools available that will allow you to save various documents (including web pages) as a PDF. Unofficial transcripts must contain your name and the school name and contact information.

## What are the Do's and Don'ts of uploading documents to my application?

### DO

- Upload in the correct file format.
- Only upload the requested documents.
- Black out any Social Security numbers on the documents you are uploading. This is not required but advised.
- Return to your Home page below to verify your documents have been accepted.  
[https://edcor.smapply.us/prog/the\\_paychex\\_scholarship/](https://edcor.smapply.us/prog/the_paychex_scholarship/)

### DON'T

- Upload a Microsoft Word™ document (.doc, .docx).
- Upload more than the requested documentation
- Use your high-school-provided email address
- Assume your documents are correct and accepted once you have uploaded them.
- Upload a document stating you are mailing your documents.
- Assume the required document does not pertain to you. If the application states the document is required, your application will remain incomplete if you do not provide that document.
- Password-protect your uploaded documents. Password-protected documents will be rejected

## Where and when should I send my supporting documents?

The required supporting documents must be uploaded to your online application by the application deadline. If you do not follow the upload instructions exactly; your application may not be considered. Documents that meet the criteria required for the scholarship application and are uploaded by the deadline will be processed and considered on time.

## How and when will I receive notifications?

- Email notifications will be sent to you throughout the program to ensure you are on track to complete the application. In some cases, the Paychex parent will be copied on the communication.
- Paychex reserves the right to notify the 12 recipients prior to Edcor.
- Notifications are also sent to recipients and applicants not selected to receive an award.
- Recipients will be required to complete Award Acceptance tasks by logging back into the [site](#). The link for the site will be in the notification.
- Add Edcor Scholarship [noreply@mail.smapply.net](mailto:noreply@mail.smapply.net) and [scholarshipsupport@edcor.com](mailto:scholarshipsupport@edcor.com) to your email address book or "safe senders list" to ensure these important emails are not sent to your junk mail folder.
- Do not 'opt out' of any email sent from Edcor Scholarship [noreply@mail.smapply.net](mailto:noreply@mail.smapply.net). You may not receive vital information regarding your scholarship applications



## What are my responsibilities if I am chosen as a recipient?

You must enroll as a full-time undergraduate student at a two- or four-year university in the fall of the year in which the scholarships are awarded and continue the entire academic year without interruption unless approved by the scholarship sponsor (Paychex).

## How and when are checks issued?

Checks will be issued in June to each recipient's home mailing address provided on their Award acceptance or Renewal verification application and made payable to the educational institution listed.

Please contact Edcor [Scholarshipsupport@edcor.com](mailto:Scholarshipsupport@edcor.com) should your check not arrive within 30 days of the issue date or if you have a change in mailing address.

## Are scholarships taxable?

Tax laws vary by country. The scholarship recipient is responsible for taxes if any, that may be assessed against his or her scholarship award. The program will be administered in full compliance with IRS Procedure 76-47.

## Who is the Program Administrator?

To ensure complete impartiality in the selection of recipients and to maintain a high level of professionalism, the program is administered by Edcor, a firm that specializes in managing sponsored scholarship programs.

## Who can I write a Thank You card to?

Scholarship recipients and/or their parents who wish to send a thank you note may send them to:

Paychex, Inc.

**Mason Argiropoulos**

VP, Chief Human Resources Officer

911 Panorama Trail S.

Rochester, NY 14625

## Who do I contact if I have other questions?

For additional information regarding the scholarship program:

**Visit:** [https://edcor.smapply.us/prog/the\\_paychex\\_scholarship\\_/](https://edcor.smapply.us/prog/the_paychex_scholarship_/)

**Email:** [scholarshipsupport@edcor.com](mailto:scholarshipsupport@edcor.com)

**Call:** 1-855-950-6301

Our offices are open Monday through Friday from 9:00 AM to 5:00 PM Eastern