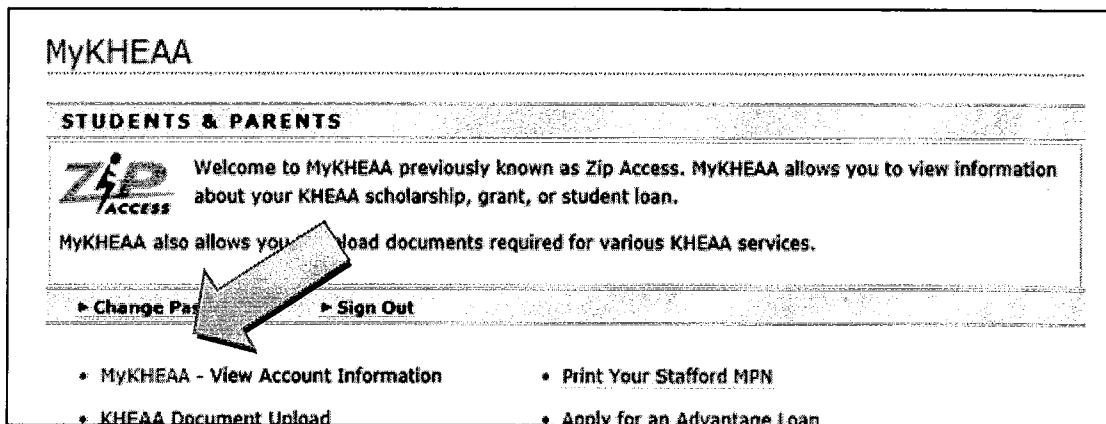# Dual Credit Scholarship - Student Preferences and Completion of Application

The Dual Credit Scholarship program covers tuition for up to two (2) dual credit courses for eligible Kentucky high school students in grades 11 or 12. The Kentucky Higher Education Assistance Authority (KHEAA) will set up a link on your MyKHEAA account as soon as your high school submits your application information to KHEAA for the year. You must then go to KHEAA's website and sign in to your MyKHEAA account to select the college and semester you prefer for your scholarship. *Note, you WILL NOT be considered for scholarship funding UNTIL AFTER you submit your scholarship preferences on KHEAA's website.*
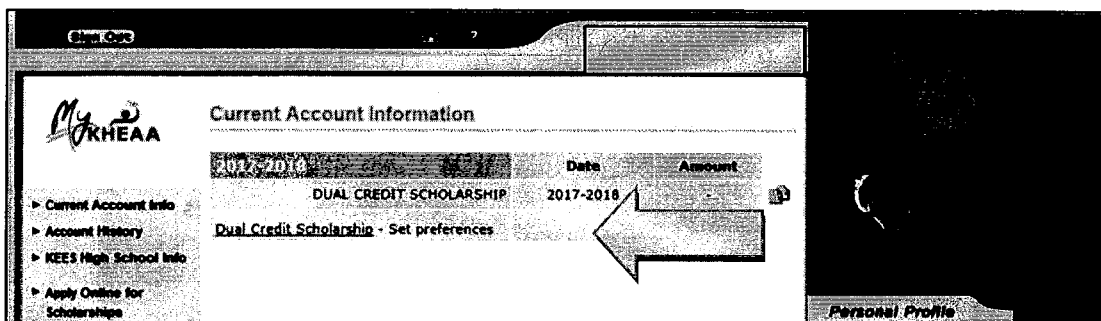
**Step 1:** Go to www.kheaa.com. Click on the 'Sign In' link to go to your MyKHEAA account. If you are a first time user, you will need to click on 'Sign In', then 'Register' to set up your MyKHEAA account.



**Step 2:** Click on the 'MyKHEAA' link to access your account.



**Step 3:** Click on the link that says 'Dual Credit Scholarship—Set preferences'. If you do not see a link, contact KHEAA customer service at (800) 928-8926.

**Step 4:** Follow the instructions to set your Dual Credit Scholarship preferences. Click the 'Submit Scholarship Request' button when you are finished.



**Step 5:** On the next screen, review your information to make sure it is correct. If everything is good, click on the 'Confirm Preferences' button to complete your submission. If you need to make changes, click the 'Edit Preferences' button to go back to the previous page. Do not click on the back arrow at the top of your browser window.



**Step 6:** You will receive a confirmation page when the process is complete. KHEAA will notify you when scholarship award decisions are finalized.