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**2016-17 DFS SCHOLARSHIP APPLICATION INSTRUCTIONS**

***How do I apply for a NHS Dollars for Scholars Scholarship?*** It’s easy… read the instructions below and click on the Student and Parent tab to login and start your application profile today. Final applications are submitted senior year, to be eligible for local and national scholarship opportunities. Continuing education scholarships are available to senior students attending vocational, two-year and four-year colleges.

**Dollars for Scholars applications will be OPEN on November 1, 2016**

**APPLICATION DEADLINE**: The DFS application “submission” final deadline for all NHS senior applicants is **MIDNIGHT, February 1, 2017**. No extensions will be granted. ALL sections of the application form must be complete to be eligible for scholarship consideration.

1. Visit <http://northridge.dollarsforscholars.org>
2. Click on the **Student & Parent tab** at the top. Proceed to the large red button and “Click to Login”. **Please add your school student email and a second personal email, so we may contact you regarding your scholarship, following graduation.**
	1. **First time users**- Click on the “click here” link, directly above the Student Login box to set up your password and login information.
	2. **Parents, counselors, or references** will not be able to login until they receive an email invitation from the student. Click on the link on the right side of the page to login. Parent/Guardian- Please watch your emails to grant consent.
3. Once you are logged in…search for “Northridge High School”, or enter City and State to locate and select our High School. Start by completing your residential information. Once this is complete, you will receive an email to verify your username and password and be directed to the “student dashboard”. The dashboard is where you will visit periodically to keep your profile information updated, view progress, link to other national scholarship resources and view scholarship matches**.**

1. Complete your free online profile by entering your personal information in each section required. For a detailed profile instruction tutorial, view the PowerPoint instruction document located at the bottom of the Student and Parent home page.
2. To edit your personal profile, click the links under “My Information” to change, or update each section of your profile. Please note all items with a \*\* must be completed. Items with a single \* are part of your dashboard status to show you the percentage of completion in each section.
3. GPA information will be verified by your Counselor. Enter the Guidance Counselor email address in the section provided. Watch the dashboard to track the status of your request.

1. **Profile Updates**: Enter all activities, employment, volunteering, work, test scores, youth groups, sports, etc. All activities are considered for eligibility and scholarships are not based solely on GPA.
	1. **DFS Scholarships are not “need based”. You do not need to complete the financial information to apply for the Northridge DFS, or Norval & Jean Poyser Scholarship. However, if you are applying for other national scholarships through Scholarship America, financial information may be requested.**
2. **Reference & Essay:** Dollars for Scholars has added extra points for essays & references.
	1. **Reference**- It is important to add a personal reference contact, which adds to your point total. It is your responsibility to enter the correct reference email contact and follow up to make sure they received and completed the reference section. The reference may be a personal contact, teacher, counselor, clergy, etc. Watch the dashboard to view the status of your reference request.
	2. **Northridge DFS Scholarship Essay’s**: The “**Unusual Circumstance Essay**” section may be any experience that you feel made a difference in your life, such as; hardship, work, illness, family issues, etc. The “**Goals & Aspirations Essay**” is a good way to let us know your future goals and why continuing your education is important to you! *The Northridge DFS scholarship essay’s do NOT have a word length requirement.*
	3. **Norval & Jean Poyser Scholarship Essay**- The Poyser essay will require a 300 to 500 word length. This is a renewable scholarship awarded to the top Poyser applicant.
3. **IMPORTANT**: Before you submit your completed application, be sure to double check that all sections are complete. Check your email in box frequently for messages, before and after you submit your application. **Please add the DFS website above to your “safe sender” list.**
4. **APPLY FOR SCHOLARSHIPS**: Don’t forget to apply. We offer two scholarships: The *Norval & Jean Poyser* scholarship and the *Northridge Dollars for Scholars* scholarship. You may apply for both. Last year, our Northridge DFS Chapter awarded (1) Poyser scholarship and (76) Northridge DFS scholarships! To apply, click on the gold bar labeled “My Scholarships”. **These two scholarships will open to view and submit from November 1, 2016 to February 1, 2017.**  To search for other Scholarship America national scholarship opportunities…locate the red bar labeled “Scholarship America Partner Scholarships and click on the “Fastweb Scholarships” link to search and apply for other national scholarships.
5. **SUBMIT YOUR COMPLETED APPLICATION:** Only completed applications will be submitted for review. When your application is complete, remember to click **“SUBMIT APPLICATION**” to send us your final application. Check back on your dash board and email to watch for notices, or updates regarding your application.
6. **“ACCEPT” YOUR SCHOLARSHIP:** If your DFS application is approved, you will be notified on your dashboard to “ACCEPT” the application. ***Please remember to click “Accept” under the gold “My Scholarships” bar, prior to July 22, 2017 to receive an awarded scholarship. PLEASE NOTE: Only “accepted” applications received by midnight on 7/22/17 will be eligible to receive a scholarship.***

**SENIOR STUDENT AWARD RECIPIENTS WILL BE NOTIFIED IN LATE MAY, IF THE APPLICATION IS APPROVED. PLEASE DON’T FORGET TO “ACCEPT” YOUR AWARD.**

**APPROVED AND “ACCEPTED” SCHOLARSHIP AWARDS WILL BE AVAILABLE FOR PICK UP IN THE GUIDANCE OFFICE AFTER AUGUST 1, 2017.**