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**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 1st**

**APPLICATION DEADLINE**: The DFS application “submission” final deadline for all NHS senior applicants is **MIDNIGHT on February 1.**  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> to complete your application.
2. Click on the **Student & Parent tab** at the top of the page. Proceed to the large red button and “Click to Login”. **Please add your Northridge student email and a second personal email, so we may contact you regarding your scholarship, following graduation. If you are graduating early, you must apply as a senior for the current school year, to be eligible.**
	* **First time users**- Click on the “click here” link, directly above the Student Login box to set up your password and login information.
	* **Parents** 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. Parental consent is required for students age 17 and under.
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.
2. To edit your personal profile, click the links under “My Information” to change, or update each section of your profile. Please note 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: Enter only your current “weighted” cumulative GPA. You do NOT need to enter a 9-12 GPA. Guidance Counselors will verify the GPA after the applications close.

1. **Profile Updates**: Enter all activities, employment, volunteering, community service, work, test scores, youth groups, sports, etc. All activities are considered for eligibility and scholarships are not based solely on GPA.

**DFS Scholarships are merit based and not “need based”. You do not need to complete the financial information to apply for the Northridge DFS Scholarship. However, if you are applying for other national scholarships through Scholarship America, financial information may be requested.**

1. **Essay:**  Completing the essay is a necessary part of the application: The Essay question is located under the Custom Question tab on the application:
* What are your future goals and why is continuing your education important to you?
	+ How will attending college allow you to give back to your community? Include any community service.
	+ Unusual circumstances- Please let us know any experience that you feel made a difference in your life, such as; hardship, illness, family issues, etc.

*No minimum word length required*

1. **IMPORTANT**: Before you submit your completed application, check that all sections are complete. Watch 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.**
2. **APPLY FOR SCHOLARSHIPS: After you complete your profile…TO APPLY, click on the gold bar labeled “My Scholarships” and “search for scholarships”.** Last year, we awarded over (115) *Northridge DFS Scholarships* and (1) *Norval & Jean Poyser* four year renewable $1,000 scholarship for $1,000 per year. **The Northridge DFS Scholarship will open to view and apply from November 1 to February 1st.**  To search for other Scholarship America national scholarship opportunities…locate the red bar labeled “Scholarship America Partner Scholarships. Click on the “*Fastweb Scholarships*” link to search and apply for any national scholarships outside of our school.
3. **SUBMIT YOUR COMPLETED APPLICATION:** Only completed applications will be considered for review. After you have selected and completed the DFS scholarship application (by clicking on the gold “My Scholarships” bar/Search for Scholarships), remember to select the scholarship and then click **“submit application**” to send us your completed application.
4. **“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, to receive an awarded scholarship. PLEASE NOTE: Only “ACCEPTED” applications received by midnight on 7/22 will be eligible to receive a scholarship.**
5. **Please note: you must enter a college ID # to accept your scholarship. If you do not know the college you will be attending, or you defer your scholarship for up to one year, please enter zeros for the school and/or student ID, to accept the award.**

SENIOR STUDENT AWARD RECIPIENTS WILL BE NOTIFIED IN MAY, IF THE APPLICATION IS APPROVED. DON’T FORGET TO “ACCEPT” YOUR AWARD. APPROVED AND “ACCEPTED” SCHOLARSHIP AWARDS WILL BE AVAILABLE FOR PICK UP IN THE GUIDANCE OFFICE ON, OR AFTER **AUGUST 1.** CHECKS ARE MADE OUT DIRECTLY TO THE SCHOOL YOU WILL BE ATTENDING.

CONGRATULATIONS AND BEST WISHES!

**Northridge Dollars for Scholars**

**Community Advisory Board of Directors**