Guide to Scholarship Application
FOR FIRST TIME APPLICANTS
(NON- HIGH SCHOOL SENIORS)

You are eligible for this scholarship application if you have graduated from any high school, have not previously applied for a Northampton Dollars for Scholars scholarship, and currently reside in Northampton, Florence or Leeds.
Students may apply for a scholarship for a maximum of four years of undergraduate studies.

How do I apply for a scholarship?

There are six steps in the application process:

1) Set up your student profile account
2) Complete your student profile
3) Apply for scholarships
4) Receive notification that you have qualified for an award
5) Attend the award ceremony
6) Accept the award online

To give yourself the best possible chance to be awarded a scholarship, you must fill out an online profile completely and accurately and submit your profile before the application deadline of **March 15th at 11:59 p.m.** You may begin applying for scholarships when they open on January 15th. Your profile should be complete before you submit it for any scholarships. All profiles must be submitted to scholarships by **March 15th at 11:59 p.m.**

Step 1. Directions for Setting up your Student Profile:

• **This link** will take you to the Scholarship America, Dollars for Scholars Student Center webpage where you can:
Log in to your account
or
Create a new student account:
To create a new account, follow the link: “Don’t have an account yet? Create one here.”

• Fill out your basic information. Anything with a double asterisk (**) is required to complete the profile.

• Make sure your address, phone number and email address are accurate. Update as needed to receive correspondences.

• **IMPORTANT**: Use a valid email account that you check often. This email address will be used for reminders and communications about your scholarships.

• Check the box authorizing your understanding of how your data will be used.

• Click Submit.

• A message will be sent to your email inbox with your temporary password. If you don't see the email, check your spam or junk mail folder. If you don't receive the temporary password email, click the gray SUPPORT tab to the left of the login screen to send an email for assistance.

• Go back to northampton.dollarsforscholars.org, click on the parent and student tab, and click log in to log on with your email address and your temporary password.

• Set your password to something you will remember for future reference and keep because you will need to log back into your account several times during the profile building and application process.

Step 2. Directions for Completing a Profile:

After you log in with your email and new password, you will see your profile homepage also referred to as the "Dashboard". Your next task is to complete all the sections of your student profile.

Under My Information bar: you will see a "Click Here" button to work on your profile. Click this button to begin. REMEMBER IT IS IN YOUR BEST INTEREST TO BE AS SPECIFIC AND COMPLETE AS POSSIBLE. When your application is scored, it is based on information you entered on the profile.

Anything with a double asterisk (**) is required to apply for scholarships by the ChapterNet System. Some of the other fields are required by our scholarships as well. Please read the instructions below for what is required. There are several sections to the profile.

You can click on "Save and Continue" as you go or you can save and come back to it at a later time to complete your profile by clicking on "Save and Go to Dashboard." Save and continue will bring you to the next section OR if you are returning to your profile, you can click on the left side menu to skip ahead to the parts of the profile you need to complete.

Directions for completing the Northampton Dollars for Scholars Student Profile Fields:

These are the fields that should be filled out before you submit your profile to a matched scholarship. Each section listed below corresponds to a section on the left-hand menu on the student profile homepage. REMEMBER TO CLICK "SAVE AND CONTINUE" AS YOU MOVE THROUGH THE PROFILE TO SAVE YOUR INFORMATION.

Basic Info: Complete any field that has a **. Use your home address (from Northampton, Florence or Leeds) rather than any address you may have during the school year. then click "Save and Continue" at the bottom of the screen.

Additional Info:

Demographics: Complete any field that has a **

Other Information: Not required, you can leave it blank, then click "Save and Continue" at the bottom of the screen.

Schools: Grade Level: Select appropriate response.

High School Information: Complete any field that has a **, then click “Save and Continue” at the bottom of the screen.

College Information: complete all sections with *, then click “Save and Continue” at the bottom of the screen.

GPA: Complete any field that has a **. Then click “Save and Continue” at the bottom of the screen.

Class Rank: Select the appropriate response.

Test Scores: If you have taken the ACT or SAT, click the green plus (+) sign to add in your test scores. Then click “Save and Continue” at the bottom of the screen.

Activities: It is very important that you be as specific as possible. Include all school-related and non-school extracurricular activities. Each activity should be entered separately. Only include activities from the past 4 years. Click the green plus (+) sign at the top to enter your activities. Click “I don’t have any activities to enter” if you don’t have any activities.

Here are some tips:

i. For Awards, Honors, Offices include things such as sectional or state qualifier honors, special awards or recognitions, captain, offices held such as President, Treasurer, etc. Keep clicking the green plus (+) sign to add in Awards, Honors or Offices. For Community Service, this is anything you did in the community for which you were not paid or compensated. It is strictly for volunteer positions. Remember to list each service opportunity separately to maximize your point scoring.

ii. Once you have entered an activity, click “Save” and add another activity until you have completed all your activities. When completely done with all activities, click “Save”.
iii. It is worth the time and investment to enter as many of these as you are able and to be specific.

Awards: This section records all financial and academic/merit awards NOT tied to a specific activity that were received from 12th grade or later. For example, making the Dean’s List or winning other financial scholarships or monetary awards. Click the green plus (+) sign to enter awards or click “I don’t have any awards”. Click “Save and Continue” at the bottom of the screen.

Employment: Enter any employment you have held in the past four years. Click the green plus (+) sign to enter employment or click “I don’t have any employment”. Click “Save and Continue” at the bottom of the screen.

Documents: If you are attending college, you must upload a current college transcript (from this academic year) in this section. It may be an “unofficial” transcript but the name of the academic institution you are attending should be plainly visible along with your cumulative GPA. If you choose to upload a screenshot of your transcript, please verify that this is the case. If you are continuing your education at an institution other than a college or university, use this section to upload appropriate documentation verifying your current enrollment.

Parent/Guardian Info:

If you are under the age of 18, you will be required to enter your parent's information. An email will be sent asking for consent for you to apply for a scholarship. **IF YOU ARE UNDER 18, IN ORDER TO APPLY FOR A SCHOLARSHIP YOUR PARENT MUST PROVIDE CONSENT, OR YOUR APPLICATION WILL BE DISQUALIFIED**. If your parent does not have access to a computer or email account, arrangements can be made for him/her to consent in another way. Please contact your school counselor if you are in this situation. Click "Save and Continue" at the bottom of the screen.

Financial Information:

Not required for scholarships from Northampton Dollars for Scholars

Goals and Aspirations Essay:

REQUIRED for our scholarships. Be as specific as you can in stating your goals and put some time and effort into a well thought out, clearly written essay. We expect about 300 words (The box expands, and there is no limit to the length of the essay. We recommend writing the essay in a program where you can spell check, etc., first and then cut and paste into this section).

The Unusual Circumstances Essay:

(Optional) This should be filled out if you have a unique or unusual circumstance that you want the awards committee to know about. Again, we expect about 300 words. Explain your hardship and how you overcame the issues that it presented. Click "Save and Continue" at the bottom of the screen.

Examples of unusual circumstances:

Struggling with a learning disability or health issue, an extreme family situation (parents lost their job, family was homeless, immediate family member passed away or was ill for long period of time, family declared bankruptcy, parents got divorced, etc.) that affected your ability to focus on school.

Transcripts: Request transcripts from school official.

References: This is not required. Leave this section blank.

It is possible to complete your profile and not reach 100% complete. This will happen if optional sections are left blank but will not prevent you from applying for scholarships.

HOWEVER, COMPLETING THE PROFILE DOES NOT AUTOMATICALLY APPLY FOR THE SCHOLARSHIP. YOU MUST COMPLETE STEP 3!!!

Step 3. Apply for Scholarships

Applications for our scholarships will open on January 15th each year. You will not be able to search and apply to match to any scholarships before that date.

IMPORTANT: When you have completed all sections of your profile, and if it's January 15th or later, click "Save and Look for Scholarships" located at the bottom of the page to go to the screen where you will apply for your scholarship.

You can get to “My Scholarships”:

• If you came from the profile page and clicked on “Save and Look for Scholarships” you are taken to this page.

• If you have logged out and log back in, from the dashboard, second box down under “My Scholarships”, choose “Search for Scholarships”.

Answer all of the custom eligibility questions to be matched with scholarships.

Click submit, which will take you to the Scholarships section.

Click the box that says, “Verify Eligibility for All Scholarships”.

Click on the SUBMIT tab. A Disclaimer will appear. If you agree with this statement and are ready to apply, click Confirm.

The Screen will refresh, and under “Scholarships”, it will say “You have no unsubmitted Scholarship Applications at this time” AND

Under the “Scholarships I’ve Applied For”, you should see the scholarships that you have applied for listed. You will also receive an immediate e-mail stating your application has been received.

ALL APPLICATIONS MUST BE SUBMITTED TO SCHOLARSHIPS BY
March 15th at 11:59 p.m. The system will not allow you to apply after this time, so plan accordingly.

Step 4. Notification that you have qualified for an award

The Northampton Dollars for Scholars Award Committee will review applications and determine who has qualified.

If you qualify for a scholarship, the Award committee will send an email to the email address in your student profile notifying you of the date and time of the Award Ceremony.

Step 5. Attend the Award Ceremony

Attendance at the Award Ceremony is **MANDATORY** to receive your scholarship.

You or a designated representative (family member) must attend the Award Ceremony at Northampton High School.

The Northampton Dollars for Scholars award ceremony is typically held during the third week of May.

Step 6. Accept the award online

AFTER SCHOLARSHIPS ARE AWARDED IN MAY, YOU MUST COME BACK INTO THE MY SCHOLARSHIPS SECTION AND ACCEPT YOUR SCHOLARSHIP.

FAILURE TO ACCEPT YOUR SCHOLARSHIP BEFORE JUNE 15 WILL FORFEIT YOUR RIGHT TO THE SCHOLARSHIP;

IF YOU MAKE THE DECISION TO DEFER YOUR ENROLLMENT, YOU MUST NOTIFY NORTHAMPTON DOLLARS FOR SCHOLARS BY **SEPTEMBER 30**.