

GENERAL INSTRUCTIONS CONTINUING EDUCATION STUDENTS 2020

Scholarships open on September 1
DEADLINE FOR **COMPLETION** OF YOUR PROFILE AND **SUBMISSION** OF SCHOLARSHIPS IS
6:00 PM, October 15
THERE WILL BE NO EXCEPTIONS.

NOTE: Do not start your application until Sept 1 – archiving occurs in August and all entries will be lost!

IMPORTANT NOTE: This software program was created to provide applications for seniors graduating from high school. It does not work well for continuing education students. *Therefore, a working relationship with the Chapter Administrator and the ability to ask questions about how to do something is key to a good application. You can also use the Support Tab on every page for help from ChapterNet.*

Scholarships are competitive: Incomplete applications will not be considered so be sure to follow the suggestions below to make sure you are in the running. If you receive an award don't forget to follow up on what needs to be done to get the money. Go to the end of this instruction sheet and read *the "How does the money get to my college? and What do I need to do to make this happen?"*

Here are the things that you are **required** to do to have a completed application:

- **Update:** School/education - year in school, major if changed, college if changed, current grade level, etc.
- **Remove** old activities, awards and work information to make current information primary.
- **Update:** Awards - any additional awards, financial or otherwise, for the past year. (ex. 2018)
- **Update:** Work experience (work/study, summer, internships, etc.) Include current year date.
- **Update:** Activities – lectures out of class, rallies, charity work, performances, anything you participated in. Include the current year date.
- Write **new essays** (300-350 words or less) addressing **Goals and Aspirations, Unusual Circumstances** and **Financial Need**. Include current year date.
- **Obtain: one (1) new reference.** This is a **requirement**. *And the follow up necessary to make sure that the reference has responded is **your responsibility**.* References can only be accepted through the link on the application – remind your reference person to check Junk Mail if they don't get an emailed link shortly after you submit the request.
- **If you find an additional essay, specific to a scholarship you are eligible for - answer it.**
- **SUBMIT all eligible scholarships.** You do not have to wait until the deadline to submit. Any material other than scholarship specific essays, including the reference, can come in later as long as they are in before the close date.
- *Anything you write in your Profile should have the current date at the beginning.*

PROFILE REMINDERS AND UPDATING

- Include the current date with all information added: essays, activities and work, etc.
- Items that you fill out that are marked with a double star** are required to move on from each section. Items marked with a single star* are part of your status bars to show percent of completion in each

section. The more complete and accurate your application is, the better your chance of being awarded scholarships.

- As you work, the Progress bar's COLOR matches your level of completeness in each section. When updating, look at every section and delete, add, change as circumstances require. Keep working to make sure that each section becomes "green."
- You must "SUBMIT" each page before going on to the next, *even if you don't enter any information*. Even if you did no activities, you still must submit that page.
- Accuracy is important. Evaluators *do* read and compare scores - and they do see omissions. Double check your work and spell-check.
- Completeness is important. Enter all your activities, all employment, internships and awards. They will be read and they do matter to those who score your application.
- Always go back in and add to your profile anything that may have changed – **especially** college information, major information, important documents, FAFSA information, email/address changes, other documents, etc.
- Completing the following is the most important: the **CURRENT financial information**, the **transcript** (please upload to the My Documents section), and the **Profile reference request**.
- **NOTE:** The scholarship reference request *must be done through the Profile Applicant Appraisal/Reference*. Uploaded references in other sections of the Profile will NOT BE USED.

FINANCIAL INFORMATION

- *All of our scholarships are needs based and given the cost of college, this Chapter believes that all students are needs based.* In order to be considered for needs based scholarships, you need to have financial info in your profile. **YOUR LOCAL CHAPTER WANTS YOU TO USE FAFSA only. PLEASE COMPLETE A FAFSA FOR THE CURRENT YEAR.** If you have problems with this section, please use the support button on the right side of the screen.

ESSAYS

- This Chapter **requires** you to write a *NEW 350 word or less essay* on your **Goals and Aspirations**. Although you may use elements of past essays, the essay you write must be original to the current year. Think over the last year of your life, then think about where you want to be in five years. What did you do this year that helped you along that path? How have you changed over the past year because of what has happened to you?
- This Chapter **requires** you to write a *NEW 350 word or less essay on any Unusual Circumstances* – any unusual family or personal circumstances that have affected you. Think over your life from birth to the present – everyone has been touched by unusual circumstances of some kind – either personally, through family members, friends, pets, disasters, near-disasters, even hearing about someone else's problems, etc. Although you may use elements of past essays, the essay you write must be original to the current year. After this past year, how have your perceptions changed about this unusual circumstance? How have you changed in relation to it?
- This Chapter **requires** you to write a *NEW 350 word or less essay on your Financial Need*. Although you may use elements of past essays, the essay you write must be original to the current year. What may have changed in the last year that makes your need for scholarships more important?
- Be sure to answer any questions or additional essays as they pertain to specific scholarships.

TRANSCRIPT

- Please upload your **complete transcript** to the **MY DOCUMENTS** section. You may use an unofficial transcript.

REFERENCES

- To be very clear, this year the Chapter requires you to provide your one (1) reference through the primary PROFILE/Applicant Appraisal reference. You may choose an adult employer, coach, mentor, counselor, teacher, pastor, teaching assistant, or the like. If you need to, help them to understand the login process. Remind them to check their junk mail for an email link if they don't receive it promptly.

APPLYING FOR AND SUBMITTING SCHOLARSHIPS

- After you've completed your basic and educational information, begin your scholarship search by going to the My Scholarships page on your profile.
- On the My Scholarships page, please click on the "Verify Eligibility" button. Your eligible scholarships will appear. Some scholarships have additional essays or questions to be completed. You can therefore submit them at any time. You may even submit them before the transcript and reference are done as that information may come in later if it's before the deadline.
- **In order to submit, you must click on the "submit" button next to the name of each scholarship.**

AWARDING AND ACCEPTING SCHOLARSHIPS

- Around DECEMBER 1st, an email will be sent telling you if you received an award. Another way to find out is to log in to your Profile, go to the My Scholarship page. At very bottom, your awards will be listed.
- Next to the award you will see that you are required to "accept" the scholarship officially. Before you do so, please have available the name and address of your college and your student ID number. Please click on the "acceptance" button and fill in the information asked. **Do not forget to click on the electronic signature box.**
- You will receive mail or email notifications of your awarded scholarships along with instructions for writing Thank You notes to the donors who made your scholarship possible. We expect you to do these notes thoughtfully and promptly. Please note that we have had donors who have withdrawn their scholarships because there was no expression of appreciation.
- **NOTE: All College/Universities REQUIRE you to report the names, amounts and donor organization that awarded you the scholarships.**
- **ALL SCHOLARSHIP MONEY IS PAID IN THE SECOND SEMESTER.**
- **Your scholarship** can be used for the full cost of attendance at your college. Please be aware that monies not used for tuition, fees, books and supplies, are not tax exempt and must be declared as income. Discuss your concerns with your school's Financial Aid Office.

HOW DOES THE MONEY GET TO MY COLLEGE? WHAT DO I HAVE TO DO TO SEE THAT IT GETS THERE?

Scholarships are always paid in the second semester. We need to know that you are still in school and are still considered an enrolled student. Therefore, as soon as you or your parents receive **an invoice for your second semester**, you must scan a full copy, which includes *name of college, address to where the check is to be sent, complete charges including loans, scholarships, tuition, fees, your name, ID number, etc. for both semesters*. Failure to provide this information may lead to holding the award money until the information is complete. Send the document to:

Monomoy Dollars for Scholars
Treasurer
P.O. Box 244
North Chatham, MA 02650

Or you can scan it and email it to:

monomoydfs@gmail.com

After the Invoice is reviewed for the required data and checked, it will be approved for payment. The Treasurer will then write the check to your college/university and mail it to the college business office. The check will have your name and student ID number on it. This is how the college identifies to which account the money should be applied.

If there are any problems associated with your Invoice, please email us as soon as you know (even in the fall!). We can work with your college or university to resolve issues. And if resolution cannot be done, we will work with you to DEFER your receipt of your awards to another year. Deferrals are allowed during the sophomore, junior and under certain circumstances, the senior year. Please note that you may not apply for Continuing Education Awards if you have a current deferral from Monomoy Dollars for Scholars.

Send all questions to the above email address.