

**Halifax Community College Foundation, Inc.  
Scholarship Application Checklist**

**DEADLINE: Monday, May 4, 2009**

**Submit to:  
HCC Financial Aid Office  
100 College Drive  
Post Office Drawer 809  
Weldon, NC 27890**

**Please read this information carefully before submitting your application.**

1. Scholarship applicants must have a minimum GPA of 2.0.
2. **Your application must be complete or it will not be considered! An application is complete when all of the following conditions have been met:**
  - The application form is completed, signed, and submitted.
  - All required transcripts and GED documentation are submitted.
  - All letters of recommendation are signed and submitted.  
(**Note: We strongly encourage you to follow up with those who have agreed to send letters on your behalf to ensure this is done prior to the deadline.**)
  - The applicant's personal statement is signed and submitted.
  - For any field on the application that does not apply to you, please put "N/A."  
There should not be any blank fields on the completed application.
3. **Transcripts**  
The Financial Aid Committee requests the most recent copy of your high school, GED, or other college/university transcript be attached to your scholarship application. It is your responsibility to make sure that a copy of your transcript is attached. **If your HCC transcript is the most recent, the Financial Aid Committee will request a copy from the HCC Registrar for you.**
4. Applicants who wish to be considered for a need-based scholarship must also submit the FAFSA (Free Application for Federal Student Assistance). This form is available in the HCC Financial Aid Office, Room 302. For more information on the FAFSA, visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov). To request a paper application, call 1-800-4-FED-AID (433-3243). **Allow enough time to receive and complete the application by the deadline.**
5. Your **personal statement** is very important. You may choose to either type or handwrite this statement. However, if you choose to handwrite, please assure that the writing is legible. It is also important to ensure correct grammar and spelling and that your statement is signed.

6. Your **signed personal statement** must include the following:
  - Why you are applying for a scholarship
  - Emphasis on your dedication to your education and career goals
  - If you wish to be considered for need-based scholarships, explain your need or any unusual financial circumstances.
  - Extracurricular activities such as volunteer work, church and civic involvement, and/or employment.
  - Leadership roles
  
7. You must submit **two letters of recommendation** from non-family members. We recommend letters from HCC employees who have first-hand knowledge of the applicant's characteristics or from individuals who have a professional relationship with the applicant (teacher, employer, etc.). Letters should not be from family members. If you have completed at least one semester at HCC during the past year, at least one of these letters must come from an instructor who taught you. **These letters must be SIGNED and presented in sealed envelopes.** Otherwise, they will not be considered. We have included guidelines on writing letters of recommendation that you should share with those who will submit letters on your behalf. Letters submitted after the application deadline will not be accepted.
  
8. Audited hours are not credit hours and will not be considered as credit toward full-time status.
  
9. High School students who participate in the Dual/Concurrent Enrollment Program and the Huskins Program **must** pass those courses in order to qualify for a scholarship at HCC.
  
10. **For further information, contact the HCC Foundation Office at 536-7234.**

**APPLICATION DEADLINE: Monday, May 4, 2009**

**HALIFAX COMMUNITY COLLEGE FOUNDATION, INC.  
Scholarship Letters of Recommendation Guidelines**

**(Two letters of recommendation are required)**

**Please share the following information  
with the persons writing your recommendations.**

Letter writers must

- Include name, address, day-time phone number, and e-mail
- Sign the letter of recommendation

Letters should describe any of the following areas about which the individual has first-hand knowledge:

- Academic ability
- Attitude and professionalism
- Leadership ability (in clubs, church, etc.)
- Character and good citizenship traits
- Examples of public service and volunteer efforts
- Level of financial need

Feel free to include any additional information that may be beneficial to this process.

Please provide an honest recommendation in a sealed envelope to:

HCC Foundation, Inc.  
Attn: Scholarship Committee  
100 College Drive  
Post Office Drawer 809  
Weldon, NC 27890

All recommendations remain confidential.

If you have questions, contact the HCC Foundation Office at 536-7234.

# HCC Fall 2009 Scholarship Application Form

## FOR OFFICE USE ONLY

Application in database \_\_\_\_\_

Scholarship Award \_\_\_\_\_

Hours Enrolled \_\_\_\_\_

**Application Deadline: Monday, May 4, 2009**

**Type or print all information except for signatures. Submit completed application to the Financial Aid Office. Please read the attached Scholarship Application Checklist.**

**Application must be complete or it will not be considered.**

### PERSONAL DATA

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Last First Middle Student ID # \_\_\_\_\_  
Employment Status/# hours week \_\_\_\_\_ Marital Status \_\_\_\_\_ Number of Children \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_ Race \_\_\_\_\_ US Citizen? \_\_\_\_\_ Sex Female  Male   
Degree program/anticipated graduation date \_\_\_\_\_ Career goal \_\_\_\_\_

Please check the scholarship type(s) for which you are applying (you may apply for both).

- Merit-based: Financial need is not considered.  
 Need-based: Financial need is a consideration. Applicants must also complete and submit a Free Application for Federal Student Aid (FAFSA). For more information regarding the FAFSA, call (252-536-7223) or visit the HCC Financial Aid Office on campus in Room 302. You may also visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov) online or call 1-800-4FED-AID (1-800-433-3243).

Check all that apply:

- |                                                                                                  |                                                                                    |
|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <input type="checkbox"/> Related to a member of Roanoke Valley Home Builders Association         | <input type="checkbox"/> Member of White Oak Baptist Church                        |
| <input type="checkbox"/> Home electric service is provided by Halifax Electric Membership Corp.  | <input type="checkbox"/> Visually impaired or related to a member of RR Lions Club |
| <input type="checkbox"/> Participant in HCC Student Support Services Program                     | <input type="checkbox"/> Employee of Halifax Linen                                 |
| <input type="checkbox"/> Related to an HCC employee - Name of employee & your relationship _____ | <input type="checkbox"/> Related to an employee of Halifax Linen                   |
|                                                                                                  | <input type="checkbox"/> Former military service – list branch /dates _____        |

Note: For the following two areas, the applicant must have one letter of recommendation from the chief or training officer demonstrating that the applicant is in good standing or is a child of a member in good standing.

- Child of an active member of a fire, rescue, or EMS department  Active member of a fire, rescue, or EMS department

### HIGH SCHOOL/GED DATA

High School Last Attended \_\_\_\_\_ Graduation Date: Month \_\_\_\_\_ Year \_\_\_\_\_  
GED Award Date: Month/Year \_\_\_\_\_ GED Score \_\_\_\_\_ GED received at HCC? Yes  No

### COLLEGE DATA

Colleges Attended (including HCC) \_\_\_\_\_ Dates \_\_\_\_\_ Degree \_\_\_\_\_  
\_\_\_\_\_ Dates \_\_\_\_\_ Degree \_\_\_\_\_

### OTHER FINANCIAL AID RECEIVED

Are you receiving other grants or scholarships for this year? **Include Pell Grant, Job Link assistance, WIA, Voc. Rehab., & V.A.**

Yes  No  Pell/JobLink Pending  List all awards:

AWARDS \_\_\_\_\_ AMOUNTS \_\_\_\_\_

### ATTACHMENTS: MUST BE COMPLETE

**1. Signed Personal Statement:** State on an attached sheet of paper why you are applying for a scholarship. Include a statement about your financial need and any unusual family or personal circumstances that may affect your financial status. Also include in your statement your educational goals and any participation in volunteer and/or civic activities.

**2. Enclose two sealed letters of recommendation from non-family members.** The recommendations should describe attributes of your character and will remain confidential. **(If you have completed one semester at Halifax Community College, one letter must be from a Halifax Community College faculty member who has taught you.)**

### ACADEMIC TRANSCRIPT

I hereby authorize the HCC Registrar to provide a current HCC and/or high school transcript to the HCC Financial Aid Committee to be used in determining scholarship eligibility. **A minimum 2.000 GPA is required.** (Note: If you have outstanding balances due at HCC, including library fines or parking tickets, your transcript will not be released.) If the applicant does not have an HCC transcript, the applicant must provide the most recent high school, GED, or college transcript with this scholarship application form.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

<b>To be completed by HCC staff.</b>			
Class Rank _____	GPA _____	Hours Completed _____	
Application Complete _____	Applicant Statement _____	Transcript _____	Recommendations _____

**\*\*Incomplete and/or late applications will not be considered\*\***  
Scholarship applications remain on file for one year.