

## HALIFAX COMMUNITY COLLEGE FOUNDATION INC.

### Scholarship Application Guidelines For HCC Students

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

1. The scholarship deadline for the 2018-2019 academic year is **June 15, 2018 by 5:00 p.m.** No application packets will be accepted if put under the door after 5:00 p.m. on this day.
2. All scholarship awards are subject to the availability of funds.
3. In order to apply for a scholarship, you must have applied for admissions and be enrolled in Halifax Community College.
4. You must have an HCC student ID.
5. You must have an HCC Gmail account.
6. Scholarship applicants must have a minimum GPA of 2.000.
7. The most recent copy of your HCC or other college/university transcript must be attached to your scholarship application. You may print your HCC transcript from WebAdvisor. If you have not received 12 or more college credits, your high school transcript or GED is required. It is your responsibility to make sure that copies of all required transcripts are enclosed in the application packet.
8. The most recent copy of your HCC financial aid award letter must be submitted with your scholarship application. You can print your award letter from WebAdvisor. If an award letter is not available, you can provide a copy of your Free Application for Federal Student Aid (FAFSA) confirmation page by logging on at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Applicants who wish to be considered for a need-based scholarship must submit the FAFSA.
9. You must submit two recommendation forms from non-family members. If you have completed at least one semester at HCC during the past year, at least one recommendation must come from an instructor who taught you. If you are a high school student, you can have your high school counselor and one other person to fill out the forms. Scholarship recommendation forms should come from individuals who have a professional relationship with you and has first-hand knowledge of your characteristics. (ex. High school teacher, high school counselor, employer, HCC instructor, pastor, etc.)
10. Scholarships are usually awarded in two installments (one half during fall semester and the other half during spring semester). Some scholarships are awarded one semester only (usually fall only). If you are awarded a scholarship, you must pay close attention to the criteria pertaining to that award (such as required GPA, number of credits hours, etc.) so that you will be eligible to receive the second half of your award in the spring semester. Audited classes will not be considered as credit toward full time enrollment.
11. The scholarship recipients will be selected by the HCC Financial Aid Committee, which is comprised of HCC employees throughout the College.

12. You will be notified of your scholarship award (if selected) through your HCC gmail account and/or mailing address on your scholarship application. You will receive notification if you are not selected for a scholarship award. Please ensure that you check your HCC gmail account regularly and that your mailing address is updated if you have a change.
13. Scholarship applications will remain on file for one academic year.
14. Your personal statement is very important. The statement must be typed, signed and dated. It is important to check to ensure you use correct grammar and spelling. The care you take in creating and submitting this statement is a reflection on you. Your statement must include answers to the following questions:
- What are your educational goals during your time at HCC? If you have plans to further your education after completing your studies at HCC, elaborate on your long term educational goals.
  - What HCC activities are you involved in?
  - What extracurricular activities (school related and/or community service) are you involved in? (ex. Volunteer work, church and civic involvement, active member of an organization, PRIDE, WOE, Student Support Services)
  - What are your career goals?
  - Are you employed? Please provide your employer name and job title.
  - Why are you applying for a scholarship? Please explain your need or any unusual financial circumstances.
15. **Incomplete, late, handwritten and/or unsigned scholarship application packets will not be considered. No exceptions will be made.** An application is complete when all of the following conditions have been met:
- Application is complete, typed, signed and dated.
  - Personal statement is typed, signed and dated.
  - All required transcripts and/or GED documentation are submitted. High school students applying are responsible for getting their final official high school transcript to this office no later than June 15, 2018.
  - HCC award letter or FAFSA confirmation page is submitted.
  - All recommendation forms are complete and submitted in a sealed envelope. **Two recommendation forms are required. Note: We strongly encourage you to follow up with those who have agreed to send forms on your behalf to ensure this is done prior to the deadline.**
  - All of the scholarship application materials are submitted by the deadlines.
16. Submit the application materials to:
- HCC Foundation Inc.  
100 College Drive  
Post Office Drawer 809  
Weldon, NC 27890
- You may hand deliver the application materials to the following campus location:  
HCC Foundation Inc.  
Room 109 (in the Phillip W. Taylor Complex)
17. For more information, please contact the HCC Foundation Office at 252-536-7234.