Applying for HCC Scholarships
NO EXCEPTIONS TO DEADLINES OR REQUIREMENTS
https://housatoniccommunitycollege.awardspring.com/

READ BEFORE YOU START YOUR APPLICATION:
- Apply anywhere you have online access (ONLY Use Google Chrome, Firefox or Mozilla)
- It is your responsibility to follow-up with the recommender and make sure they submit the letter online
- DO NOT go by the “complete” status on the tab. Review the actual content within the tab
- Make sure you have a flash drive, USB drive, or dangle, so you can upload your tax or other documents
- Take your time so that you complete all the steps. You do not need to complete everything all at once.
- Don’t worry if you qualify, that is the reviewers’ job. You just need to complete the application.

RECOMMENDATION LETTER(s): (1 letter minimum required. You may ask more)
- Who Can Recommend You? - College Faculty or staff, employer, manager, leader of a church, club or group, etc.
- Ask: the person if they will write a recommendation letter IF YES: Ask for their email address
- Enter: their first name, their last name, their position and their email address (ONLY ONLINE SUBMITTALS ACCEPTED)
  Tip: Tell them the time and date you send the request and confirm the email you entered

**IMPORTANT: YOU REQUIRE: A “Completed” ORANGE BOX before the deadline date. **

LET THE RECOMMENDER KNOW:
- The email recommendation request is sent from “HCC Foundation Scholarships” w/ the student’s name and a link.
- The recommender is required to click on the link to upload, paste or write the recommendation letter
- Tell them to check their spam, junk for clutter folders
- NO Paper or emailed letters can be accepted
- Inform them of the due date.
- Students will NOT see what the recommender writes

IT IS YOUR RESPONSIBILITY TO INFORM AND FOLLOW-UP WITH THE RECOMMENDER
**TAX FORMS:**

If parents/guardians claim you on their taxes: BOTH theirs and your latest tax returns are required.

If you claim yourself: Your latest tax return is required.

No taxes / Unable to work? Upload info from: The State, Labor, Disabilities, Corrections, Tax Extension, etc.

Lost / misplaced your taxes? IRS location: 915 Lafayette Boulevard, Bridgeport, CT 06604

**UPLOAD TAXES:**

- **Print an entire copy your Tax form, except your worksheet** (Everything that was submitted to the government)
- **Use a Black Marker**: Cross out Social security numbers, routing/account numbers and date of birth. *(NOT NAMES)*
- **Scan Your taxes as one file to**: Flash drive, Thumb drive, USB, dangle, etc. *(scan a separate file for your parents)*
- **Insert your Flash drive into the computer** and upload your taxes to the online scholarship system

**IMPORTANT**

This Can be done in the Library. The Library has scanners and flash drives

_HCC is not responsible if anyone fails to cross out personal info_

_Do not leave any personal information behind._

**ESSAY QUESTION:** Why do you deserve a scholarship? Tell us your story!

- Why you are applying for the scholarship?
- If you are first a generation college student, have you had any struggles?
- How did you get here? Why did you decide to go to HCC?
- How do you want to be an influence to your children or family?
- Working/not working, why, what happened, etc.
- Why are taking the classes you are taking?
- Tell how you want to better your life through education.
- Explain if you plan to continue your education after HCC and where are you going next.
- What is your ultimate dream, or how you want to become an influential member of society?

**TIP 1:** Write complete sentences. One or two sentences is not enough, so put some effort into what you write.

**TIP 2:** Type your essay in an MS Word file then copy and paste it into your Application.

**FINAL STEP:**

Click the “Submit” button, then look at the scholarships to see if you are applied for reviewing.

- **Awards are ONLY for HCC courses. All scholarships are non-transferable**
- **Students with a degree or 70+ credits already, do not qualify (Associates, Bachelors, or Masters)**
- **Students receiving 100% funding for classes (FAFSA, PELL GRANT, or HCC GRANTs) do not qualify.**
- **Full-time or part-time students with a 2.3 GPA Min, who are in good academic standing may apply**
- **US Citizens, US residents, International & Undocumented students may apply.**
- **Current Tax forms, Letter of recommendation(s), and Essay are all required**
- **NEW STUDENTS ONLY** - Upload latest/last high school or college transcripts

**- FALL AWARDS:** Covers the upcoming Fall and the next Spring. **- SPRING AWARDS:** Only covers the upcoming Spring

**- WINTER AWARDS:** Only covers the upcoming Winter  **- SUMMER AWARDS:** Only covers the upcoming Summer

Come and receive a tour of the online application.  
_Scholarship Office:_ Beacon Hall 282 (Near Continuing Education)

_System Support:_ M-F: 9am-7pm  /  Email: support@awardspring.com  /  Call: Phone 888.258.5628, #2

_You gotta be in it to win it!!_