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

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Go the **Housatonic Website** Click "**Scholarships**" (under Admissions)	Click "**Apply for Scholarships**" button	Click the "**Register**" button
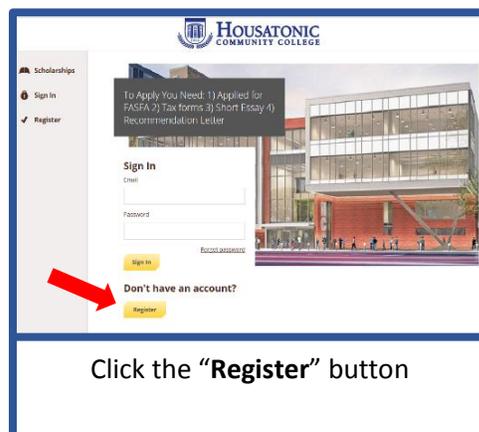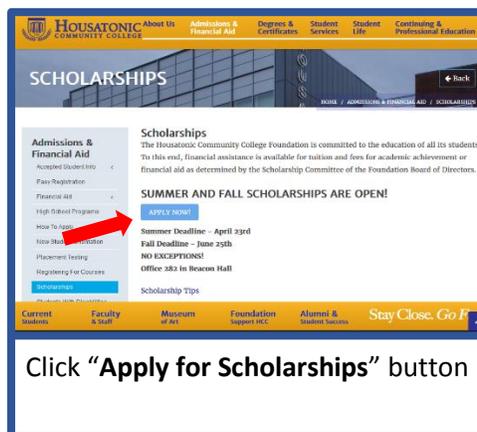
READ BEFORE YOU START YOUR APPLICATION:

- 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. **

Incomplete

Pending

Andrew Smith
andrewe.smith@hotmail.com
Other
Requested on 3/12/2016
Recommendation Form

[Resend Request to Recommender]

Complete!

Completed

Carla Mackintosh
cmackintosh@hcc.commnet.edu
Coach
Requested on 3/29/2016

Letter of Recommendation
Submitted on 3/29/2016
Page: 2
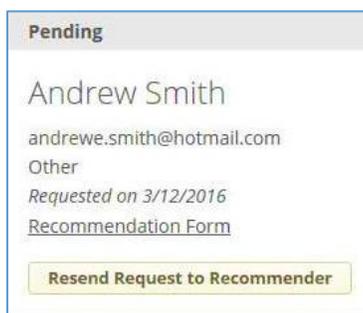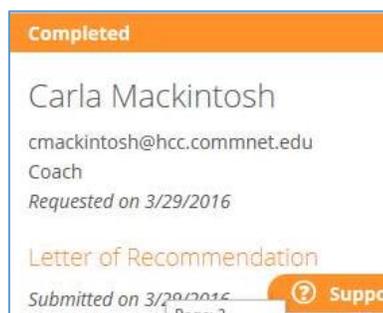
LET THE RECOMMENDER KNOW:

- 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   • Inform them of the due date.
- NO Paper or emailed letters can be accepted   • Students will NOT see what the recommender writes

IT IS YOUR RESPONSIBILTY 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!!