

IMPORTANT INSTRUCTIONS FOR SCHOLARSHIP APPLICATIONS

1. **ADHERE TO ALL STATED “IN GUIDANCE OFFICE” DEADLINES REGARDLESS OF THE DEADLINE THAT MAY APPEAR ON THE SPECIAL APPLICATION FORM.** (We process approximately 500 scholarship applications and we need time to copy, write recommendations and prepare transcripts prior to the deadlines stated by the scholarship committees.)
2. **BE SURE TO CAREFULLY READ AND FOLLOW ALL APPLICATION PROCEDURES.....INCLUDE SPECIAL APPLICATIONS, ESSAYS, RECOMMENDATION LETTERS, ETC. WHERE NEEDED.**
3. **WHEN YOU REQUEST ANY LETTERS OF RECOMMENDATION GIVE THE PERSON(S) WRITING THEM ENOUGH TIME TO SUBMIT THEM PRIOR TO THE IN GUIDANCE OR MAILING DEADLINE. GUIDANCE COUNSELORS AND TEACHERS WILL NOT BE AVAILABLE TO WRITE RECOMMENDATIONS DURING THE SPRING BREAK!**
4. **FOR APPLICATIONS “YOU MAIL”, WHICH NEED OFFICIAL H.S. TRANSCRIPTS, THESE MAY BE REQUESTED FROM ANY OF THE GUIDANCE OFFICE SECRETARIES. LET US KNOW THEY ARE FOR SCHOLARSHIPS AND NEED TO BE OFFICIAL. THEY WILL BE PLACED IN SEALED ENVELOPES. AGAIN, GIVE US TIME TO PROCESS THESE REQUESTS.**
5. **FOR APPLICATIONS SUBMITTED ON THE COMMON APPLICATION, THE GUIDANCE OFFICE WILL COPY THE COMMON APPLICATION FOR THE VARIOUS COMMITTEES. HOWEVER, ANY ESSAYS, LETTERS OF RECOMMENDATION, ETC. MUST BE SUPPLIED BY YOU AND CAREFULLY MARKED WITH YOUR NAME AND THE NAME OF THE SCHOLARSHIP WHICH IT SHOULD BE SENT WITH.**
6. **COMPLETE PAGE 3 OF COMMON APPLICATION, INCLUDING INCOME AND PARENT SIGNATURE, IF YOU ARE APPLYING FOR ANY SCHOLARSHIP FOR WHICH FINANCIAL NEED IS A CONSIDERATION.**
7. **LIST ON THE FRONT PAGE OF COMMON APPLICATION ALL SCHOLARSHIPS FOR WHICH YOU ARE APPLYING (EVEN IF THEY NEED SPECIAL APPLICATIONS) WHICH ARE TO BE MAILED BY GUIDANCE. YOU NEED NOT LIST ANY SPECIAL APPLICATIONS THAT “YOU MAIL”.**
8. **HAND IN COMPLETED APPLICATIONS TO MRS. SCHWARK IN THE GUIDANCE OFFICE. SHE WILL CHECK YOUR APPLICATION OVER BEFORE YOU LEAVE THE GUIDANCE OFFICE AND ADVISE YOU IF YOU ARE MISSING ANYTHING. DO NOT HAND IT INTO YOUR COUNSELOR.**
9. **LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED!!!!**

START EARLY!!! BEAT THE LAST MINUTE RUSH BY BRINGING IN YOUR APPLICATIONS EARLY!!!

**WARWICK VALLEY HIGH SCHOOL
GUIDANCE DEPARTMENT**

SCHOLARSHIP/LOAN APPLICATION LIST

NAME _____

ADDRESS: _____

SOCIAL SECURITY NUMBER: _____

GUIDANCE OFFICE ONLY:

LIST SCHOLARSHIPS FOR WHICH YOU ARE APPLYING (EITHER VIA COMMON APPLICATION OR SPECIAL APPLICATION) THAT WILL BE PROCESSED BY GUIDANCE. DO NOT LIST "YOU MAIL" SCHOLARSHIPS

	S P E C I A L	A P P L I C A T I O N	F I N A N C I A L	E S S A Y	R E C O M M E N D A T I O N	T R A N S C R I P T
1. _____						
2. _____						
3. _____						
4. _____						
5. _____						
6. _____						
7. _____						
8. _____						

REMINDER:

1. Be sure to **carefully read** eligibility requirements and apply for only those scholarships for which you qualify.
2. **Carefully read and follow all special instructions** for each individual scholarship.
3. Be sure to fill out **Special Applications** for those scholarships that require them and list them above if Guidance Office mails them.
4. Be sure to fill out **page 3 of Common Application** if you are applying for any scholarships where **financial need** may be a consideration.
5. Be sure each essay includes your **full name** and the **name of the individual scholarship** it is to be included with.
6. **It is your responsibility to be sure all teacher, coach or employer recommendations arrive in the guidance office by the deadline.**
7. **INCOMPLETE OR LATE APPLICATIONS WILL NOT BE PROCESSED!**

COMMON SCHOLARSHIP APPLICATION

WARWICK VALLEY HIGH SCHOOL GUIDANCE DEPARTMENT

I. Identifying Information:

Name _____ Social Security # _____

Address _____

Date of Birth _____ Phone No. _____

Name of Parent or Guardian _____

II. Academic Information: **RANK IN CLASS** _____ **GPA:** _____

III. Activities and Organizations:

A. List school teams, clubs and activities in which you have participated.

B. List any special achievements or recognition you have received in school, work, or activities as well as offices and leadership positions you have held.

C. List all community organizations and activities in which you have participated and indicate your involvement.

IV. Career and Educational Plans:

A. What are your career plans?

B. What educational plans do you have to attain your career aspirations?

C. List colleges to which you have applied and give the academic program.
Indicate with a (X) where you have been accepted:

COLLEGE	PROGRAM	ACCEPTANCE

V. **APPLICANT'S SIGNATURE:**

_____ Date _____
Applicant's Signature

Student Name _____

Financial Statement (Complete only if applying for scholarship based on financial need)

Father's Occupation _____
Employer _____
Employer Address _____

Mother's Occupation _____
Employer _____
Employer Address _____

Adjusted Gross Income (From Federal Income Tax Form 1040) \$ _____

How many children are dependent on this income? _____

Did you file a Free Application for Federal Student Aid (FAFSA)? _____ Yes _____ No

Other significant information (hardship - specific statement as to financial need, etc.)

Will any brothers or sisters attend college next year? _____ If yes, list name of college(s) and year of expected graduation.

List sources of financial assistance and estimated amounts that you anticipate receiving (scholarships, grants, etc.)

The above information is confidential and will be shared only with the scholarship committee.

The information provided on this application is accurate and complete to the best of my knowledge.

Signature of Parent or Guardian