

# 2012 SCHOLARSHIP PROGRAM INSTRUCTIONS

SUBMIT APPLICATIONS TO THE FINANCIAL AID OFFICE, BUILDING 1300

*Deadline Thursday, March 15, 2012*

## TO QUALIFY:

1. Applicants must have completed a minimum of 12 semester units (effective end of Fall term 2011) at Las Positas College and be currently enrolled in Las Positas classes. Concurrently enrolled high school students are not eligible. International Students (students with an 'F1' VISA) are eligible for all scholarships *except* those which require 'FINANCIAL NEED'.
2. Applicant must read carefully the qualifications for each scholarship and apply for only those scholarships for which she/he meets the qualifications.
3. Application **MUST** be complete and all questions must be answered. A typed **PERSONAL STATEMENT** must be attached, which should address background, interests, any hurdles the student has had to or needs to overcome, the goals student has set for him/herself in his/her schooling, career path, and personal life, and how s/he plans to achieve those goals.
4. A copy of your unofficial Las Positas transcript **MUST** be attached. **A *PRINT-OUT FROM CLASS-WEB WILL NOT BE ACCEPTED.*** Request a free copy by submitting the request form attached to the application directly to Admissions, but request your transcript no later than MARCH 15 to assure it is processed in time. **YOU MUST PICK UP TRANSCRIPTS DIRECTLY FROM ADMISSIONS, THEY WILL NOT BE MAILED TO YOU.**
5. To be considered for any scholarship indicating 'FINANCIAL NEED' you must file a 2011-2012 Free Application for Federal Student Aid. Students who have not already applied still have time, but should complete apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Contact the financial aid office if you need assistance with your application

You must make copies of your complete application packet and submit one complete application packet for each scholarship you wish to apply for, but they need not be originals.



*All applicants will be notified by mail by May 3<sup>rd</sup>, whether or not they have been selected to receive a scholarship.*

## LAS POSITAS SCHOLARSHIP PROGRAM

### **WHO QUALIFIES?**

All applicants must have completed at least 12 units at Las Positas PRIOR to Spring term and are currently enrolled at Las Positas. Concurrently enrolled high school students are not eligible.

**International Students** (those with an F1 VISA) do not qualify for *need-based* scholarships but are eligible for all other scholarships unless specified 'US Citizen'.

**There is no limit to the number of scholarships an individual may be awarded, so do apply for ALL scholarships for which you qualify. If you apply for a scholarship for which you do not meet the basic qualifications, your application will be discarded.**

### **THE APPLICATION FORM**

A well filled-out application form is NEAT, CORRECT, PRECISE, and HONEST. It should be typed or extremely neatly written, similar to a job application. You should make one copy for each scholarship for which you are applying for, but *leave the scholarship name blank on the first page of the application before you copy it*; then complete each application after it is copied with the appropriate scholarship name for which you wish to apply.

### **THE PERSONAL STATEMENT**

The personal statement is one of the most important parts of your application. You are competing with other applicants, and you want your statement to be able to convince the scholarship committee to choose you over other students. Do not be afraid to brag!

You should type or word process a statement telling about yourself. Explain the goals you have established for yourself in your schooling, career path, and personal life, address how you plan to achieve them, and why you feel you are particularly qualified or deserving of a scholarship. You may wish to address work, family and dependents, hobbies, special interests, involvement in college, community or family activities. Don't be afraid to sell yourself! And please **DO NOT EXCEED ONE PAGE!**

Analyze what interests and activities in which the sponsors of your awards are interested. For example:

Business Women's Network: community activity, business activity, organizational skills;

Faculty Group: academic achievement and drive, service to school and community;

Radio Club: tinkering with ham radio, building electronic boards

Then look at what you have to offer that group, and organize your statement to show:

-Who am I? (Student up-dating job skills, your future goals, etc.)

-Where am I going? (life and career goals)

-What have I done to show I am helping myself?

It is especially important to be clear about your academic goals!

**Need more help with writing your personal statement? Link to:**

<http://www.laspositascollege.edu/financialaid/documents/TIPSONWRITINGTHEESSAYS.doc>

### **FINANCIAL NEED**

To qualify for a scholarship requiring **FINANCIAL NEED**, you must submit a **2011-2012 Free Application for Federal Student Aid** ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) for consideration; you must be sure to add LPC's code number 030357 to your fafsa. Applying for aid assures the scholarship reviewers that you are doing your best to seek all possible sources of assistance with your college expenses, regardless of whether you believe you will actually qualify for a grant. **If you qualify for a fee waiver through the fafsa you have 'financial need'.**

## **LETTERS OF RECOMMENDATION**

These must be submitted for any scholarships listing Letter of Recommendation as a requirement and **must have been written in 2011-2012**. Our standardized **LPC Recommendation Forms** MUST BE USED and may be downloaded with the other scholarship forms from our website.

### **NEVER WAIT UNTIL THE LAST MINUTE TO ASK FOR A RECOMMENDATION!**

Select your recommenders carefully. Do NOT ask a person who does not know you personally to write a recommendation! Be sure your recommender knows important information about you. *You can help them* by writing a note to them including the following information to assist them:

- courses and dates of study with the instructor
- proposed major
- academic achievements
- future transfer/vocational/employment plans
- related interests, accomplishments, awards, jobs

**You must copy your recommendations and attach them to the appropriate application packets when submitted. Instructors must submit the recommendations directly to YOU.** They may submit them in a sealed envelope, in which case you must submit them sealed. The instructor will need to make copies for you if they will be sealed and you need more than one copy.

## **SUBMISSION CHECK LIST**

[ ] Your final **APPLICATION FORM** should be word processed, free of errors and with no obvious corrections (correction fluid, strikeouts, etc.).

[ ] Be sure to sign and date your application

[ ] **The STUDENT PERSONAL STATEMENT**, neatly typed or word processed, is submitted with the application.

[ ] A current unofficial **Las Positas TRANSCRIPT** is attached. Please use the form in the scholarship packet to request your transcript for free. You must request your transcript prior to March 15 in order to ensure it is processed in time to meet the deadline. You must pick up your transcript from Admissions and Records and make one copy for each set of applications you will be submitting. **DO NOT SEND A GRADE PRINTOUT FROM CLASS WEB OR THE ZONE! IT WILL NOT BE ACCEPTED AND YOUR APPLICATION WILL BE DISQUALIFIED.**

[ ] Be sure you have attached all required RECOMMENDATION FORMS to each application when required. You are responsible to secure your recommendation in time to meet the deadline. **Late recommendations will not be accepted.**

[ ] If you have not already filed a Free Application for Federal Student Aid, you must do so no later than March 9 in order to be considered for scholarships requiring financial need. File online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

[ ] Make a copy of your final application form and keep it on file for future reference, and use it as a guide for future scholarships for which you may apply.

**Don't forget...submit one copy of your complete application packet for each scholarship for which you have applied. Submit to the Financial Aid Office, Building 1300.**

**GOOD LUCK!!!**

# Other Scholarship Opportunities

A list of current '**OUTSIDE SCHOLARSHIPS**' is posted on the Financial Aid Website at: [www.laspositascollege.edu/financialaid](http://www.laspositascollege.edu/financialaid) and is updated weekly.

**These are scholarships often from local, statewide and national organizations or foundations, which are usually not specifically for Las Positas students, but which may be of particular interest. Occasionally scholarships ARE for Las Positas students only but are selected by outside organizations.**

**Often transfer scholarship opportunities for four year colleges are listed. Deadlines vary greatly, so make it a point to check the list frequently.**

**There are hundreds of thousands of scholarship opportunities that an ambitious student can discover. There are several free on-line scholarship searches available which are listed on our webpage.**