

# Riverside Community College District

## 2010 – 2011 Academic Year

### *High School Seniors Scholarship Application*

### **“Helping to Build Dreams”**

Welcome to the information page for the *High School Seniors* Scholarship Application for the 2010-2011 academic year from Riverside Community College District (RCCD).

This is your opportunity to apply for scholarship funds to help you attain your educational goals and dreams!

Riverside Community College District offers scholarships for students who will be enrolled at Riverside Community College District in fall 2010 and spring 2011. Please read this information carefully, paying close attention to the instructions on how to complete the application and the required supporting documents. Be sure to plan ahead and start early!

Although your financial need may be considered in determining eligibility, scholarship eligibility is also based on scholastic achievement and other criteria as set forth by the scholarship donors. However, if you are applying for a *need-based* scholarship (where financial need will be considered), you ***must*** complete the 2010-2011 Free Application for Federal Student Aid (FAFSA) prior to submitting your scholarship application. The 2010-2011 FAFSA will be available on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) on January 1, 2010. You will need to list RCC as your school by listing the Title IV Code of “001270” for any campus at the Riverside Community College District.

#### **How To Apply**

The Riverside Community College District Scholarship Information and Application for High School Seniors is available on the Student Financial Services web page at [www.rcc.edu/studentfinancialservices](http://www.rcc.edu/studentfinancialservices), as well as many of the high school’s websites. Students may fill out the application on either website and print a hard-copy for submission to the Student Financial Services office or to their High School Guidance office.

All complete scholarship applications must be submitted on or before the application deadline on **Wednesday, March 3, 2010 at 5:00 p.m.** Remember to allow plenty of time to complete the required documents and submit the application to meet the deadline. Please don’t wait until the last day to avoid any unforeseen problems. Absolutely no late applications will be accepted!

To apply for the scholarships offered by RCCD, please follow the steps outlined below (be sure to read more detailed information for each item later in this information page):

1. Complete the Scholarship Application. Read each question carefully to assure that your application is complete and accurate. Incomplete and/or inaccurate information could result in ineligibility for some scholarships. Be sure to read the Student Certification at the bottom and provide your signature and date. You will be required to submit five copies of the application.

*Application Deadline is Wednesday, March 3, 2010 at 5:00 pm*

2. Complete the Supplemental Scholarship Information form. You will be required to submit five copies of the Supplemental Scholarship Information form.
3. Write your personal essay. Please read the detailed directions and suggestions on how to write your Personal essay on this webpage. Be sure to include your name and the last four digits of your social security number in the heading and don't forget to proofread your essay. You will be required to submit five copies of your personal essay.
4. Ask two people to complete a Scholarship Evaluation or recommendation letter. Please see the more detailed information regarding Evaluations and recommendations later in this information page. Read the scholarship criteria carefully, as some require evaluations from specific sources. You will be required to submit five copies of each of the two required evaluations/recommendations.
5. Request official transcripts from your high school counselor or records office. They must be submitted in a sealed envelope. You will need only one copy of your official transcripts.
6. Optional: If you would like the Scholarship Committee and/or Donors to know about your extra-curricular activities and accomplishments, you may also create a resume listing them. You may include things such as student activities, club involvement, sports participation, community involvement, service and volunteer actions, awards and accolades, accomplishments, hobbies, etc. You will be required to submit five copies of the optional resume.
7. All complete application packets must be turned in on or before the application deadline on Wednesday, March 3, 2010 at 5:00 p.m. Please read the description of a complete packet in the "Submitting your Application" section.
8. Remember to allow yourself plenty of time to complete your application and turn it in on time (or earlier than the deadline date). *Absolutely* no late applications will be accepted!

### How to read the Scholarship Listings

The scholarships listed for RCCD High School Seniors are scholarships that Riverside Community College offers through its Foundation office and generous donors. By completing your scholarship application, you are applying for *all* the scholarships offered by RCCD. We will determine which scholarships you are eligible for based on the information submitted on your application. However, the scholarship listing contains important information and requirements or criteria for each scholarship as determined by the donor. Please pay close attention to the criteria and submit anything special required by each scholarship.

**Scholarship Name:** Scholarships are often named after the donor or group offering the scholarship. Many times scholarships are offered in memory of a loved one who has passed away. Scholarships may also be named for a group or type of student who will benefit from the scholarship.

**Major:** This is the major required by the donor. Some scholarships will say "None". In that case, any major is acceptable.

**CGPA:** This is the minimum cumulative GPA that is required to apply for each scholarship. We will use your cumulative GPA from your high school.

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**Financial Need?:** If there is a “Yes” in this column, the donor requires that applicants for this scholarship have financial need as determined by completion of the 2010-2011 Free Application for Federal Student Aid (FAFSA). The FAFSA is available on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Title IV Code for RCCD is “001270.” Please complete the FAFSA prior to submitting your scholarship application. Students that have not completed the FAFSA will not be considered for any need-based scholarships.

**Dollar Amount:** Some scholarship amounts will be listed as “varies” because the award amount can change from year to year. You will be notified of the exact amount in your congratulation award letter and/or your disbursement information letter if you are chosen as a recipient for any scholarships.

**Other Criteria:** This is a variety of requirements determined by the donor as eligibility for each scholarship. Please pay close attention to this section. Some of the items may require extra effort on your part to be eligible.

### Submitting your Scholarship Application

Mark your calendar for Wednesday, March 3, 2010 at 5:00 pm. This is the deadline to submit your *complete* application package to the Moreno Valley Campus, Norco Campus or Riverside City Campus Student Financial Services Office. There will be no exceptions or extensions granted. It is a good idea to turn in your application early to avoid any unforeseen problems on the day of the deadline. A complete application package must be submitted. Please see the information below regarding a complete application package. A *complete* scholarship application package consists of:

**The Scholarship Application:** Please fill out the application completely (typed, filled out and printed from our website or neatly hand-printed with black or blue ink). Please submit five copies of the application. Remember, your application is a representation of you, be sure it is neat, legible and accurate.

**Supplemental Scholarship Information Form:** Please fill out this form completely and submit five copies.

**The Personal Essay:** Please submit five copies of your personal essay. Please try to keep your essay to one page, if possible (do not go over two pages). It is best if your essay is typed using an easy to read font and size with one inch margins. See more detailed suggestions on how to write your essay on this webpage.

**Two Evaluation Forms and/or Recommendation letters:** These forms/letters need to be completed by individuals who can attest to your current academic strength and potential for success. Instructors, academic advisors, counselors, employers, or ministers are recommended sources. A parent, relative, or a student cannot be considered as a reference. Your Evaluation Forms/Recommendations must be submitted at the same time as you submit your scholarship application package. Please allow your evaluator plenty of time for the evaluation to be completed and returned to you before the deadline. Please submit five copies of the two required.

**Official Transcripts:** Please request official transcripts from your high school counselor or records office. They must be submitted in a sealed envelope. You will need only one copy of your official transcripts.

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**Optional Activities/Accomplishments Resume:** Please submit five copies of this optional page.

### **Scholarship Notification**

All students will be notified by mail of their application status by early May, 2010 with a Congratulation/Award letter. Students not selected as scholarship recipients will also be notified by early May, 2010. Notification will be mailed to the address listed on the scholarship application. If your address changes between March 2010 and May 2010, please notify Sandra Martinez in the Student Financial Services office, Riverside campus at (951) 222-8050.

### **Scholarship Award Recognition**

Several activities are being planned to recognize scholarship recipients. If you are chosen to be a recipient, you will be required to attend a scholarship presentation as determined by the donor of your scholarship(s). If required, attendance at these functions is necessary in order to receive your scholarship(s). The ceremony dates will be listed in your Congratulation/Award letter. You may also be recognized at the year end award ceremonies at your individual high schools.

### **Scholarship Disbursement**

The scholarships you are applying for now are for the 2010-2011 academic year. If you are the recipient of a scholarship, you will be sent a letter in June 2010 with disbursement information. For students awarded a scholarship, the fall 2010 semester portion of the scholarship will be mailed to the address which is on file with the RCCD Admissions & Records Office near the end of August 2010 upon verification of full-time enrollment at Riverside Community College for the fall 2010 semester. Full-time enrollment will be verified in mid-August 2010. If a student enrolls full-time after this time, their scholarship check will be mailed in late- September 2010. Scholarships of \$250 or less will be disbursed all in the fall semester. Scholarships over \$250 will be disbursed half in the fall semester and half in the spring semester on verification of eligibility.

The spring 2011 semester portion of the scholarship will be mailed in mid-February 2011 upon verification of completion full-time enrollment during the fall 2010 semester with the GPA required by the scholarship and full-time enrollment at Riverside Community College District for the spring 2011 semester. Full-time enrollment will be verified in early-February 2011. If a student enrolls full-time after this date, their scholarship check will be mailed in late-March 2011.

If a scholarship recipient does not complete full-time enrollment during the fall 2010 semester with the GPA required by the scholarship and/or does not enroll full-time for the spring 2011 semester, their scholarship will be awarded to the alternate. If a scholarship recipient will only attend RCCD during the fall 2010 semester and the scholarship awarded is designated for continuing students, the recipient will only receive the fall portion (half) of the scholarship funds.

### **In Conclusion...**

- It is your responsibility to ensure that a complete scholarship application and required documents is submitted on or before Wednesday, March 3, 2010. No exceptions or extensions will be granted. Incomplete application packets will not be eligible for consideration.

*Application Deadline is Wednesday, March 3, 2010 at 5:00 pm*

- Part of the application process may include an interview with the scholarship donor. You will be notified if you have been selected for an interview.
- All applications will remain active during the 2010-2011 academic year. Should a new scholarship become available or a recipient becomes ineligible, a current applicant in good standing may be considered for the scholarship.
- The information on your scholarship application is recognized to be of a confidential nature and when applying you agree that Riverside Community College District may reveal or forward the contents of your application to the Scholarship Committee members, Scholarship Donors and/or other reviewing committees. Any disclosure of confidential information to individuals not directly associated with the evaluation process is prohibited. If additional scholarships are made available through the Riverside Community College District Foundation or other donating organizations after the application deadline of March 3, 2010, your application will be screened for eligibility; therefore, you may be the recipient of a scholarship for which you did not previously apply.
- Please do not wait until the last minute! You are strongly encouraged to prepare your required documents (personal essay, evaluations, etc.) in advance so that you are ready to submit your scholarship application **before** the deadline date. Request scholarship evaluation and/or reference letters early to allow plenty of time for completion by the deadline date.

***Good Luck!***

### ***Scholarship Tips:***

Begin early! Don't wait until the last minute; you may also turn in your application early.

Your personal essay represents you – spend extra time to make it interesting and unforgettable!

Maintain the required GPA and units to continue to receive your scholarship.

Follow directions; Have someone look over your application and essay to check for errors; Pay extra attention to spelling and grammar.

Neatness counts! Be sure all parts of your application are neat and easy to read.

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RCCD scholarships are awarded based on criteria established by donors and awards are based on receipt of funding from scholarship donors. Scholarships are made available to the Riverside Community College District from four sources:

- The Community Foundation
- Community organizations and individuals
- Riverside Community College District Foundation
- Riverside Community College District clubs and departments



## **The Riverside Community College District Student Financial Services**

**Mission Statement:** The mission of the Student Financial Services (SFS) Department is to provide a variety of resources and methods of learning to students applying for financial assistance throughout the communities of the RCCD District including (Norco, Moreno Valley and Riverside). We will help educate families on their options to finance their education. The SFS Department will strive to provide quality service, accurate and timely information regarding financial assistance to students and seek professional development through continual training to assure our service to students.

**Moreno Valley Campus:** To provide financial assistance information in a timely and accurate manner through a variety of resources and methods to support learning

**Norco Campus:** To provide high quality services to the community, offering various resources to help all potential students apply for financial assistance

**Riverside City Campus:** To provide accurate, confidential and friendly service to all persons seeking information on financial assistance.



## **The Riverside Community College District Foundation**

The Riverside Community College District Foundation was established in 1975 as a tax-exempt fundraising organization for the Riverside Community College District. Its mission was to solicit and administer assets and to make expenditures for the benefit of the Riverside Community College District. The Foundation is comprised of a diverse group of business, civic and community leaders, all of whom share a commitment to the academic excellence of the College.

Since its inception, the Foundation's fundraising efforts have primarily focused on generating financial aid and scholarship assistance for students, and select projects as determined by the RCCD Foundation Board or the Riverside Community College District Board of Trustees. In 1991, the Foundation launched a successful \$1 Million Endowed Scholarship Campaign held in conjunction with the College's 75<sup>th</sup> Anniversary celebration. The Campaign was one of the first of its size at a community college. Today the Foundation's assets have grown to more than \$4 million, and nearly \$600,000 is distributed annually in scholarship support to deserving students.

Establishing a scholarship is a special way to honor or memorialize a friend, a Riverside Community College alumnus, a family member or even your community group while providing support for current and future students. If you would like to learn more about the Foundation's scholarship program or if you are interested in establishing a scholarship, please call the RCCD Foundation office at (951) 222-8626. The RCCD Foundation is a not-for-profit 501(c) 3 organization, and your scholarship gift is tax-deductible to the extent permitted by law.

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