

Applying for HCC Scholarships

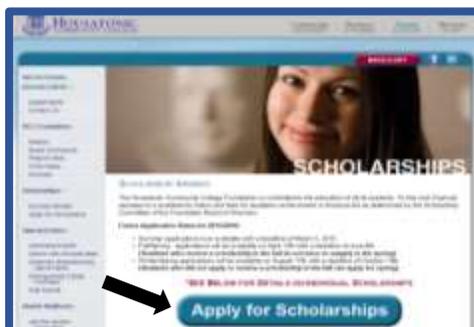
All HCC Scholarships are open to full and part-time students

ALL students that are documented and not international are required to apply for Financial Aid (FASFA) first.

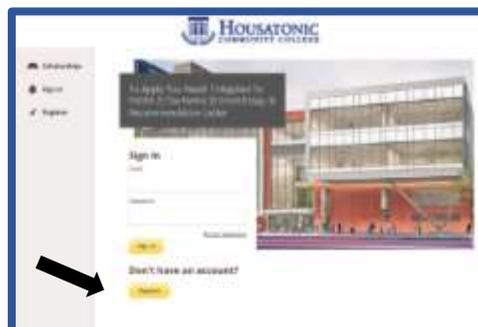
<https://houatoniccommunitycollege.awardspring.com/>



Go to the **Housatonic Website**
Click "**Scholarships**" (on the left)



Click "**Apply for Scholarships**" button



Click the "**Register**" button

Apply Online Through the HCC Website

- Apply anywhere: The HCC Library, the school computer labs, the public Library or from home
- 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.

TIP: *If you have trouble with Wifi at home, use the college computers*

RECOMMENDATION LETTER(s): (1 letter minimum is required to apply, so follow up, and make sure it is uploaded)

Ask - present or past instructors, college counselor, employer, manager, leader of a church, club or group, etc.

- **FIRST, ask if the person is willing to write you a reference** and tell them it's for a scholarship.
- If they say yes, **ask for their email address** and tell them to keep an eye out for the email request.
- **ONLY** use the scholarship system to request recommendation letters.
- When sending the request: **Enter their first name, last name, their position and THEIR EMAIL ADDRESS**
- They will receive an email from "Housatonic Community College Scholarships" with a link
- Within the email, they need to click on the link to upload their letter to your application profile

****IMPORTANT**** The Recommendation Tab will say complete, but until a letter is submitted, you are not fully applied. You need make sure within the tab the box is orange and says, "Completed".

Pending

Andrew Smith
andrew.e.smith@hotmail.com
Other
Requested on 3/12/2016
[Recommendation Form](#)

Resend Request to Recommender

Not Complete

Completed

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

Letter of Recommendation

Submitted on 3/29/2016

Support

Completed

TIP 1: As soon as you send the request, contact the recommender to say "lookout for an email with a link".

TIP 2: Ask multiple people in case 1 person can't complete the letter, and thank them for the reference.

NOTE: Recommenders will not be able to see any of your personal information.

TAX FORMS: 2015 tax return

If your parents claim you: We need their latest complete tax return.

If you claim yourself: We need your latest complete tax return.

Lost or misplaced your taxes: IRS location: 915 Lafayette Boulevard, Bridgeport, CT 06604 (*approx. 450 steps away*)

No taxes filed or unable to work: Upload an official document stating why you were unable to file taxes. This would possibly be a denial from unemployment, a letter from the state or an official letter from the government.

TIP: Your Tax form needs to be 1 document. You can scan/make a zip file to collect all pages in one document This can also be done in Adobe Acrobat and other programs as well.

UPLOAD TAXES:

- **Make A COPY of ALL Tax pages:** (*Everything that was submitted to the government*)

- **ON THE COPY,** Use a Black Marker and Cross out the following information:

Social security numbers, routing numbers, account numbers and date of birth. (*DO NOT CROSS OUT ANY NAMES*)

- Scan the marked up copy (as one document) to your flash drive, USB drive, dangle, etc.

- Insert the Flash drive into the computer to upload your files to the scholarship system

NOTE: The Steps above can be done in the Library. Make sure you do not leave any personal information behind.

HCC is not responsible in instances where students fail to cross out your personal information above.

QUESTION: Explain why you deserve a scholarship. **This is your opportunity to tell your story.**

Write: (Here are some ideas – 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?
- 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. Once you save your work, copy and paste it into the Scholarship Application.

NOTE: *You will automatically be entered in the scholarship where you match the qualifications*

Scholarship Office: B127 Lafayette Hall, near Tutoring.

Come sign in and get a tour of the application system and guidance for completing your application.

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

- **FALL AWARDS:** Covers the upcoming Fall and the next Spring. (*Use the current year tax form*)
- **SPRING AWARDS:** Only covers the upcoming Spring (*Use the current year tax form*)
- **WINTER AWARDS:** Only covers the upcoming Winter (*Use the current year tax form*)
- **SUMMER AWARDS:** Only covers the upcoming Summer (*Use the current year tax form*)

You gotta be in it to win it!!

***** Scholarships are ONLY for HCC Credited Courses**All Deadlines Are Final – There are No Exceptions*****