



**2018 Scholarship Application FAQ**  
**Deadline: Wednesday, February 28, 2018**

Thanks to generous funders, **Highline Schools Foundation** is proud to offer many different types of scholarships with awards up to \$20,000—and only one application to complete! Scholarships are open to all graduating seniors who are enrolled full-time in a **Highline Public School**.

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**OVERVIEW**

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Below is a list of questions you will be asked on the scholarship application, including the essays you will be asked to write and submit. Most of the questions on the scholarship form are required and **essays must be submitted with your application**. The other documents requested to complete your application may be submitted with your application through the online form or submitted later. Please read through this FAQ so you know what to expect.

**The following documents may be attached to your application or sent separately:**

- **High School Transcript.** Unofficial transcripts are acceptable. Transcripts attached to emails from your school or counselor are acceptable. Attach and submit with your application, or ask your school to send.
- **Letter of Recommendation.** Remember to ask for your letters early enough so the people you ask will have enough time to write a letter and submit them by the deadline.
- **SAT/ACT Test Scores.** As more and more colleges go test optional, so have we. A SAT/ACT score is not required to apply for a HSF Scholarship.

**Where/how to submit additional paperwork:**

- **District mail:** Highline Schools Foundation, ATTN: Highline Schools Foundation Scholarship Committee
- **Mail:** Highline Schools Foundation, ATTN: Scholarship Committee, 15675 Ambaum Blvd SW, Burien WA 98166
- **Email:** [info@highlineschoolsfoundation.org](mailto:info@highlineschoolsfoundation.org)

**Eligibility Requirements**

- Students must graduate from **Highline Public Schools**, by 6/30/18
- Families must live in the Highline Public Schools service area
- Students must be enrolled as a full-time undergraduate student, enrolled in college level classes and continue to attend college full-time to receive awarded scholarship money



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- For scholarships paid out over multiple years, students agree to continue to be enrolled full-time, keep a GPA of 2.5 and submit transcripts annually to the Highline Schools Foundation Scholarship Committee

**General Scholarship Info**

- Precedence will be given to those recipients who have not received a substantial scholarship or scholarships from other entities
- Scholarship money will be paid directly to the college and may be used for qualified higher education expenses including tuition, student fees, books, room and board, and supplies or equipment required for enrollment
- The Highline Schools Foundation will not pay scholarship money to schools outside the United States

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**NAVIGATING THE APPLICATION**

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This application is divided into pages. After you complete each page, click the **NEXT** button at the bottom of the page. You can return to a previous page at any time by using the "**BACK/NEXT**" buttons at the bottom of each page or click on a page number at the top each page.

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You may **SAVE** your progress at any time by clicking on the **SAVE button** at the bottom of the form then choose to either copy/save the URL in your browser or email yourself the link. If you choose to save the form, it will not be submitted until you return and click the "SUBMIT" button. *Keep your personal information safe! Do not 'save' your link to your browser if you are on a public computer.*

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## HIGHLINE SCHOOLS FOUNDATION

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### PAGE 2: TELL US ABOUT YOURSELF

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1. Your Name as it appears on your TRANSCRIPT
2. How do you pronounce your name?
3. Home Phone
4. Alternative Phone (Message)
5. Your Email Address
6. Gender
7. Permanent Address/Mailing Address
8. Do you live in the Highline School District Service Area? ([District boundary map](#))
  - a. If you live outside the Highline School District Service Area you will be asked to explain your situation.
9. What is your career objective?
10. What interests or activities led you to choose this career objective?
11. Are you a first-generation college student?
12. Comments or Questions

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### PAGE 3: EDUCATION DETAILS

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#### High School

1. Name of Highline Public School
2. Graduation Date
3. Your Counselor's Name
4. Counselor's Email ([Highline Staff Directory](#))

#### Self-Assessment

1. High School Academic Achievements (*Please list/describe all high school academic achievements (including honor roll and other academic awards.)*)
2. Leadership Experience (*List examples illustrating your leadership experience and capabilities.*)
3. Extracurricular Activities (*List your school activities (examples: athletics, student government, music, drama, etc.), school related volunteer activities, hobbies and outside interests.*)



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4. Employment & Community Service (*Examples: job experience, community service and non-school sponsored volunteer activities in the community.*)
5. Are you enrolled in AP classes?
6. Do you attend Running Start? Where do you take Running Start classes? Will you complete your AA degree along with your high school graduation?
7. Are you an IB Student? Will you be an IB graduate?

**College Information**

1. What school do you plan to attend?
2. Why did you select this school?
3. Is this a 2-year or 4-year school?
4. Are you considering a STEM based education or career?

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**PAGE 4: FINANCIAL AID**

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**If you plan to attend college in the 2017-18 academic year, you should complete the FAFSA or WASFA as soon as possible and should follow the specific deadlines of the college of your choice. This will ensure that you will receive maximum award you are eligible for.**

Completing the FAFSA/WASFA financial aid application is only the first step of the financial aid process. Your college will likely have other financial aid forms for you to complete. Check the with the financial aid office at the college you wish to attend.

**FAFSA & WASFA - which application should you file?**

File the **FAFSA** (*Free Application for Federal Student Aid*) if you are a U.S. citizen or eligible non-citizen as defined by the U.S. Department of Education. According to the U.S. Department of Education, the most common category of eligible non-citizen is that of permanent resident (someone with a “green card”), but there are other categories as well. For more information, visit the U.S. Department of Education’s website at <http://studentaid.ed.gov/sa/eligibility/non-us-citizens>.

File the **WASFA** (*Washington Application for State Financial Aid*) if you are ineligible for federal financial aid due to immigration status. Find more information at <http://www.readysetgrad.org/WASFA>.



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1. Do you need financial aid to pursue an education beyond high school?
  - a. If the answer is no, you will be asked to explain why you haven't filled out the form.
2. Have you filled out the FAFSA or WAFSA Form?
  - a. If the answer is "I have completed the FAFSA/WAFSA," you will be asked the following questions:
    - i. What was the Estimated Family Contribution (EFC) listed on the FAFSA/WAFSA report?
    - ii. If you have received an Estimated Family Contribution (EFC), do you believe your family can support you at this level?
3. If you choose to submit your scholarship application before you complete the FAFSA/WAFSA, you will need to send us the answers to the above questions to finalize your application. (When you submit your scholarship application, a copy of your application will be emailed to you. Please REPLY to that email with answers to the above questions to complete your application.)
4. List all types and amounts of financial aid and scholarships you have applied for and/or received, including government and/or private/foundation grants.

*Receiving other scholarships will not prevent you from being considered for a Highline Schools Foundation scholarship. However, our scholarship funds are sent directly to the schools to help a student's unmet need.*

5. Yes/No Questions. Receiving other scholarships will not prevent you from being considered for a Highline Schools Foundation scholarship.
  - a. Are you a candidate for a [Washington State Opportunity Scholarship](#)?
  - b. Are you an applicant for the [Act Six Scholarship](#)?
  - c. Did you apply for the [College Bound Scholarship in middle school](#)?

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**PAGE 5: ATTACHMENTS**

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**Letter of Recommendation**

Please provide one (1) **Letter of Recommendation** from an adult who has had a significant role in interacting with you in your extracurricular, community service, or leadership activities.

Please ask this adult to **answer the following question** in their letter: *"What are the qualities that you have seen while working with this student which demonstrates why you think that he*



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*or she will be successful in their post-secondary studies.*" This could include demonstrated leadership, extra-curricular activities, scholastic achievement, or other things.

Most scholarships require only one (1) letter of recommendation, however, there are a few exceptions. On page 6, you might be asked to include an additional letter of recommendation depending on which scholarships you choose to apply for.

*Optional Letter of Recommendation required for the Civility & Social Responsibility Scholarship:* Please attach one letter from an adult who has had a significant role in interacting with you in your extracurricular, community service, or leadership activities. Please ask them to answer the following question in their letter: "Please describe how you have seen this student demonstrate civility and social responsibility."

*Optional Letter of Recommendation required for the Light & Love Scholarship:* Please provide an **additional** letter of recommendation from a Highline School District employee (Principal, Teacher, Counselor, Classified staff, etc.) or someone who has had a significant role in your school life.

**Transcript & Test Scores**

1. **Transcript.** If you have a copy of your high school transcript, you may upload it now. We only need **ONE** copy. Unofficial transcripts are acceptable. Transcripts attached to emails from your school or counselor are acceptable. Attach and submit with your application, or ask your school to send.
2. Cumulative **G.P.A** (*Big Picture Students: Please estimate your GPA and we will confirm with your advisor.*)
3. **SAT/ACT** test score. If you did not take the SAT or ACT, enter 0 (zero). If you have a copy of your SAT/ACT score report, you may upload it now.

**Where/how to submit additional paperwork if not attached to original application:**

- **District mail:** Highline Schools Foundation, ATTN: Highline Schools Foundation Scholarship Committee
- **Mail:** Highline Schools Foundation, ATTN: Scholarship Committee, 15675 Ambaum Blvd SW, Burien WA 98166
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**PAGE 6: ESSAY**

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**Each student will attach at least two essays to complete the application.**

Essays allow you to share more information about yourself, your background, and your plans for the future. The essay is a significant part of how the review committee assess the skills and qualities of candidates. Please review your essay with a critical eye before submitting it with your application.

All essays will be reviewed by (at least) the following committees – HSF may add more scholarships before the deadline and, if applicable, your application will be submitted to those committees as well.

- **Required Essay #1:** *Share a personal challenge that has affected your life. What have you learned from that experience and how will you apply it toward your future education? (500-word maximum)*
- **Required Essay #2:** *What are your future educational and career goals? How would winning a scholarship assist you in achieving them? (500-word maximum)*
- **Optional Essay for Civility & Social Responsibility scholarship:** *Reflect on a time when you challenged a belief or idea. What prompted you to act? Would you make that decision again? What did you learn from that experience that will influence things that you engage in during college and career? (500-word maximum)*
- **Optional Essay for Light & Love scholarship:** *Tell us why you think the “Light and Love” Scholarship is a good fit for you; Give examples of how you have shown kindness or generosity to others. (500-word maximum)*

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**PAGE 7: FINANCIAL INFORMATION**

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1. Name of Parent/Guardian (1)
2. Occupation of Parent/Guardian (1)
3. Parent/Guardian Phone Number (1)
4. Name of Parent/Guardian (2)
5. Occupation of Parent/Guardian (2)
6. Parent/Guardian Phone (2)
7. Parent's Permanent Address



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**You will use information from your parent(s) Federal Tax Return (either estimated or completed) to answer the remaining questions**

1. Which form are you using to complete the financial information?
  - a. Estimates based on completed IRS Form 1040 or Numbers from 2017 completed IRS Form 1040
2. Adjusted Gross Income
3. Total US Income Tax Paid
4. Income earned from work by Wage Earner #1
5. Income earned from work by Wage Earner #2
6. Total number of children (under 18) supported by this income. (***This number should INCLUDE YOU if you are under 18.***)
7. Total number of adults (over 18) supported by this income (If you are over 18, please include yourself here. Otherwise, include yourself in the total number of children field.)
8. Social Security or other untaxed income, benefits. (Enter zero (0) if none.)
9. Total number of family members attending college 2018-2019. (INCLUDE THE TOTAL number of family members attending college (minimum half-time) during the 2018-2019 school year. **\*\*\* Remember to include YOURSELF in this total. \*\*\*** If you are the only member of your family attending college in the fall - this number should be 1 (one).)

**Please Note:** Verification of income (2017 or most current tax return) may be required for finalists.

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**PAGE 8: FINAL STEP - REVIEW, SIGN AND SUBMIT APPLICATION**

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**To certify your application, you will provide an electronic signature. The following is what you will agree to before submitting your scholarship application:**

- We certify that all the information on this application is true and complete to the best of our knowledge.
- If asked by the Scholarship Committee, we agree to furnish proof of the information we have provided.
- We realize that proof may include a copy of our most recently filed U.S. Income Tax Return.
- We realize that, if asked and proof is not furnished, the student applicant may not receive any scholarship fund monies.





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**By submitting this application, you also agree to the following:**

- If I am offered a scholarship, The Highline Schools Foundation may use my name, the amount of the award and the name of the institution I will attend in press releases, public announcements and other fundraising materials.
- I will notify the Scholarship Committee promptly if any other financial aid is received, I do not graduate high school on time or if I change schools.
- Once the scholarship is paid to the institution I will attend, I understand I must be enrolled full-time and keep a GPA of 2.5.
- If my scholarship award is to be distributed over multiple years, I understand I will need to submit my college transcript to the Highline Schools Foundation one month before schools starts in the fall to receive the next installment of funds.

After you press the submit button ("*Confirm Signature and Submit Form*") you will receive an **email confirmation** that your application was received. Please save this email for your records and retain as verification of your application.

**Checklist – you must be able to answer YES to the following before submitting your scholarship application:**

1. **I am on track to graduate** on time with my class. I understand that I must be a graduate of Highline School District by 6/30/18 for this scholarship to be awarded.
2. **My application is complete.** I confirm that my application is complete and all financial information included on this application is true and complete to the best of my knowledge.
3. **Letters of Recommendation.** I understand that all reference letters must be delivered to Highline Schools Foundation by the scholarship application deadline.
4. **Transcript.** I understand that ONE copy of my high school transcript and SAT/ACT scores report must be delivered to Highline Schools Foundation by the scholarship application deadline.
5. **Hold Harmless Agreement.** By submitting this scholarship application, I agree to release and hold harmless the Highline Schools Foundation and its affiliate, each of their respective officers, directors, employees and agents from and against any claims or cause of actions arising out of or in any way connected with the entrants or the winner's participation in the scholarship application process and use of any funds awarded.
6. **Interview.** I understand that many of the scholarship committees interview the finalists. I know that I will be contacted by phone or email if I am selected for an interview and that I will need to provide my own transportation to get to the interview site.



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- 7. Scholarship Reception.** I understand that the Foundation will host a scholarship reception in late May or early June for scholarship recipients, their families, and donors. If selected for a scholarship, I will be expected to attend.
- 8. DEADLINE: WEDNESDAY, FEBRUARY 28, 2018.** Yes, I confirm I will submit any additional documents and paperwork by the deadline and I understand that incomplete application packets may be disqualified.

**PLEASE REVIEW YOUR APPLICATION**

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or the individual *page links* at the top of each page

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to move through the pages of your application. When you have answered all the questions to your satisfaction and your application is complete - click on the "*Confirm Signatures and Submit Form*" button below. This final step certifies your application by submitting an electronic signature and will submit your application(s) to the Scholarship Committee.

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If the form doesn't submit after you click the "Confirm Signatures and Submit Form" button, you might have missed a required field. Anything marked with **a red \* is required**.

After you submit your application, a copy will be emailed to you and you may click on the "download .pdf" link provided to save a copy for your records.

**Do you have questions that aren't covered in this document?** Please call Highline Schools Foundation (206) 631-3120 (weekdays) or email [info@highlineschoolsfoundation.org](mailto:info@highlineschoolsfoundation.org)