March 3, 2015

Dear Current and Prospective HCC Students:

We have some great news for you! You have an opportunity to apply for and receive scholarships for the fall 2015 semester.

**Top Reasons You Should Apply for HCC Scholarships:**
1. The application process is easy.
2. The minimum GPA requirement to apply is 2.0.
3. You can receive assistance with your tuition and textbooks.
4. You do not have to pay back the money.

Please read the enclosed information and follow the instructions carefully. If you have any questions or need additional information, please stop by room 109 (in the 100 Building), and we would be happy to assist you.

Thank you and best wishes!

Sincerely,

Dianne B. Rhoades, Ph.D.
Vice President of Institutional Advancement/
Executive Director, HCC Foundation Inc.
HALIFAX COMMUNITY COLLEGE FOUNDATION INC.

Scholarship Application Guidelines

Please read this information carefully before submitting your application.

1. The scholarship deadline to apply is the last Friday in April of each year (no later than 5 p.m.). No packet will be accepted if put under the door after 5:00 pm on this day.

2. All scholarship awards are subject to the availability of funds.

3. In order to apply for a scholarship, you must have applied for admission to Halifax Community College.

4. You must have an ID.

5. You must have a Gmail account.

6. All recipients MUST be enrolled at Halifax Community College.

7. Scholarship applicants must have a minimum GPA of 2.0.

8. Your application must be COMPLETE or it will NOT be considered. An application is complete when all of the following conditions have been met:
   - The application form is complete.
   - The application form is typed.
   - The application form is signed.
   - The personal statement is typed.
   - The personal statement is signed.
   - All required transcripts (or GED documentation) are submitted. High school students applying are responsible for getting their final official high school transcript to this office no later than July 1, of each calendar year.
   - The HCC financial aid award letter is submitted.
   - All recommendation forms are signed and submitted in sealed envelopes. (Note: We strongly encourage you to follow up with those who have agreed to send forms on your behalf to ensure this is done prior to the deadline.)
   - All of the application materials are submitted by the deadline.

Incomplete, late, and unsigned application packets will not be considered. No exceptions will be made.

9. The most recent copy of your high school, GED, HCC or other college/university transcript must be attached to your scholarship application. You may print your HCC transcript from WebAdvisor. It is your responsibility to make sure that a copy is enclosed in the application packet.
10. You need to have the FAFSA confirmation page for the upcoming year attached to your scholarship application. You may print this once you have applied for the upcoming year. It is your responsibility to make sure that a copy is enclosed in the application packet.

11. Your **personal statement** is very important. **The statement must be typed and signed.** It is important to check to ensure you use correct grammar and spelling. The care you take in creating and submitting this statement is a reflection on you. Your **typed and signed personal statement** must include the following questions and the answers to the questions:

- What are your educational goals during your time at HCC and after you complete your studies at HCC?
- What HCC activities are you involved in?
- What extracurricular activities (such as volunteer work, church and civic involvement) are you involved in?
- What are your career goals?
- Why are you applying for a scholarship? Please explain your need or any unusual financial circumstances.
- Are you employed? Please provide your employer name and job title.

12. You must submit **two recommendation forms** from non-family members. If you have completed at least one semester at HCC during the past year, at least one of these forms must come from an instructor who taught you. If you are a high school student, you can have your counselor and an instructor to fill out the forms. **These forms must be SIGNED and presented in sealed envelopes.** Otherwise, they will not be considered. We have included guidelines that you should share with those who will submit forms on your behalf.

13. **Please mail the application materials to the following address:**
   
   HCC Foundation Inc.
   100 College Drive
   Post Office Drawer 809
   Weldon, NC 27890

   **You may also hand deliver the application materials to the following campus location:**
   
   HCC Foundation Inc.
   Room 109 (in the 100 Building)

14. Scholarships are awarded in two installments (one half during one semester and the other half during the following semester). If you are awarded a scholarship, you must pay close attention to the criteria pertaining to that award (such as required GPA, number of credit hours, etc.) so that you will be eligible to receive the second half of your award in the spring). Audited hours are not credit hours and will not be considered as credit toward full time.

15. The scholarship recipients will be selected by the HCC Financial Aid Committee, which is comprised of HCC employees throughout the College.
16. You will be informed of the HCC Financial Aid Committee’s committee via email. We will use your HCC email (Gmail) account only to communicate with you. We will **NOT** use your personal email account. Therefore, please make sure your application form includes your HCC email (Gmail) address. Most importantly, please remember to check your HCC email (Gmail) account on a daily basis.

17. Scholarship applications will remain on file for one academic year.

18. **For more information, please contact the HCC Foundation Office at 252-536-7234.**
HALIFAX COMMUNITY COLLEGE FOUNDATION INC.

Scholarship Recommendation Form Guidelines

(Two completed and signed forms are required)

Please read this information carefully before submitting your application.

Note to the student: If you completed at least one semester at HCC during the past year, at least one recommendation form must be from an instructor who taught you.

We recommend recommendation forms from individuals who have a professional relationship with you (teacher, employer, etc.) or from HCC employees who have first-hand knowledge of your characteristics. **Recommendation forms should NOT be from family members or in-laws.**

If you are an active member of a fire, rescue or EMS department or the child of an active member of a fire, rescue or EMS department, you must have **one** recommendation form from the chief or training officer indicating that you are in good standing or your parent is in good standing.

**Recommendation forms that are not signed and returned in a sealed envelope will not be accepted.**