

BHS CLASS OF 2018

THE COLLEGE APPLICATION PROCESS, FINANCIAL AID AND SCHOLARSHIP INFORMATION



SPECIAL POINTS OF INTEREST:

- Important Dates – SAT Registration – Financial Aid
- College Admissions
- Application Process/Deadlines/Interviews/Visits
- Recommendations
- Keep Guidance Up to Date
- Check Guidance Bulletin Board/College & Military Visits

September 11, 2017

Class of 2018 Student:

As your senior year begins you will soon be involved in exploring colleges, career and job opportunities. This handbook is a publication to help you, the prospective graduate, with this process. We hope you will use it as a resource and refer to it frequently.

College and career options are too many and complex to be chosen by chance. To make an intelligent decision you must consider the following:

- Know yourself – strengths and weaknesses**
- Know your objectives and goals**
- Know the realistic options open to you**

Make judgments carefully and seek advice from parents and members of the high school staff. Your best interest is our primary concern.

We look forward to working with you!

The Berlin High School Guidance Office Staff,

Ms. Brannen, School Counselor

Ms. Thibault, School Counselor

Mrs. Tremaine, Guidance Secretary

COLLEGE BOARD – SAT TEST DATES

2017 - 2018

NATIONAL TEST DATES

TEST

October 7, 2017 *	SAT & Subject Tests
November 4, 2017 *	SAT & Subject Tests
December 2, 2017	SAT & Subject Tests
March 10, 2018	SAT Only
May 5, 2018 *	SAT & Subject Tests
June 2, 2018 *	SAT & Subject Tests

*** Tests administered at Berlin High School**

Test Center Code: 30-105

Register online at www.sat.org

Note: SAT Exams will not be administered in December or March at Berlin High School. All BHS administration dates are subject to change.

PSAT/NMSQT

Wednesday, October 11, 2017

Advanced Placement Exams

May 7 – 18, 2018

IMPORTANT DATES

SEPTEMBER 8	Deadline for October 7 SAT's (Registration fees - \$46.00 SAT only and \$60.00 SAT with Essay)
SEPTEMBER 26	NH College Fair at Berlin High School – 9:30 – 10:30 a.m.
OCTOBER 1	FAFSA (Free Application for Federal Student Aid) becomes available for students/parents to file
OCTOBER 4	Financial Aid Night – BHS Library – 6:00 – 7:00 p.m.
OCTOBER 5	Deadline for November 4 SAT's
OCTOBER 7	SAT & Subject Tests
NOVEMBER 1	Check your application deadlines for Early Action and Early Decision
NOVEMBER 4	SAT & Subject Tests
NOVEMBER 16	“I Am College Bound” Application Day
DECEMBER 1	Students not using the CommonApp, please bring a copy of college applications to Guidance office
JANUARY 22	Start of Semester 2
MARCH 21	Understanding the Financial Aid Award Letter Presentation BHS Library – 6:00 – 7:00 p.m.
APRIL 4	College Overview for Juniors
APRIL/MAY	Check for local scholarships not listed in packets
MAY 1	Deadline for college deposits and notification
MAY 7 - 18	Advanced Placement Exams
JUNE 4 (tentative)	Senior Awards Day
JUNE 8 (tentative)	Graduation

SENIOR COLLEGE PLANNING

CALENDAR & CHECKLIST

September

- Meet with your counselor to check credits, review graduation requirements, and discuss your future plans. Your counselor will play a big part in your life this year. Be sure to keep her updated about your post-graduation plans.
- Check out www.bridges.com, and/or www.princetonreview.com to search for colleges, majors, or careers if you are unsure about what your plans after high school are.
- Sign up for an SAT test (www.sat.org) or an ACT test (www.actstudent.org). Most students take the SAT in the spring of their junior year and the fall of their senior year. Some students take the ACT if they find they are unsatisfied with their SAT scores while others stick with the SAT. Be sure to check the deadlines for the tests so you don't pay any late fees!
- Start compiling the list of schools you are interested in applying to. Start planning campus visits, meeting with college reps. who visit our school, and attending college fairs. Check the bulletin board outside of guidance for when reps. will stop by. Be sure to get a pass to attend.
- Review your junior college planning guide you got last year.
- Decide which teachers you will ask to write recommendations for you.
- Attend the Parental Survival of the College Admission Process with your parents.
- Turn in your About Me form to the guidance office.

October

- Research the list of schools you are interested in so far. Check out their websites, plan a campus visit, and see if the school is coming to visit our school.
- Request information from the schools on your list. Find out if they accept the Common Application and when the deadline to apply is. Begin to organize the list of schools you are interested in applying to.
- Sign up for an SAT test if you haven't already.
- Begin planning your college admissions essay.
- Ask teachers to write the recommendation and give them your high school resume to reference, in addition to the colleges and programs you are interested in.
- Attend Financial Aid night with your parents.
- Log onto the FAFSA website (www.fafsa4caster.com) to get an idea of what you and your family may be expected to pay.
- Sit down with your parents and complete the FAFSA (www.fafsa.org) which becomes available the first of October. Complete the FAFSA using your 2015 tax report.
- Find out if you need to file any other financial aid forms like the CSS Profile and complete them.

November

- Continue working on the list of colleges you want to apply to. If you haven't visited all the campuses, try to. If a school offers a campus interview for admission, we recommend you do one.
- Deadline for Early Decision and Early Action is usually mid-November. If you plan on applying early decision or early action, you must give your counselor at least two weeks advance notice before the deadline.

- Ask teachers to write you a letter of recommendation if you haven't already. Be sure to give them at least two weeks advance notice before the letter is due.
- Sign up for an SAT test if you haven't already.

December

- Finalize the list of schools you will be applying to.
- Complete the applications. Give your counselor at least two weeks before the deadline, preferably before Christmas vacation, to complete your Secondary School Report on the Common App.
- Sign up for an SAT test if you haven't already.

January

- Begin looking for scholarships. ADD HERE ????????

February

- Confirm that the schools you applied to have all the necessary materials. Check to see if you need mid-year reports filed and do so.
- Continue looking for scholarships.
- Don't get senioritis. Even if you have already been accepted, low grades could jeopardize your ability to attend the school of your choice.

March and April

- Receive acceptance and rejection letters from schools you have applied to. Read deadlines and reply to colleges that have accepted you after you receive financial aid packages.
- Notify your counselor of the decision of your acceptances and denials and where you will attend college. Bring copies of your acceptance/denial letters to the guidance office.
- Receive your Scholarship packet. Be sure to watch for scholarship deadlines. Don't wait to the last minute to fill out scholarships!
- Attend the Financial Aid Award Letter night.

May

- The deadline to notify a college of your attendance is May 1st. Notify other colleges you will not attend so that other students may have your spot. If you have received no acceptances, meet with your counselor to review options.
- Thank teachers and counselors who wrote you a letter of recommendation.
- Keep up your grades. Schools will get a copy of your final grades after you graduate.

June

- Go to guidance to request your final transcript to be sent to the school you plan to attend.
- Pay attention to all the mail you receive from the school you plan to attend. Watch out for information on housing and Freshmen Orientation. If you don't receive materials from your college by mid-June, contact them!

July and August

- Notify your college's financial aid office of any scholarships you have received.

THE COMMON APPLICATION

The Common App is a not-for-profit organization which provides a standardized college application which students may submit to over 500 member colleges and universities. In the state of New Hampshire, Colby-Sawyer, Dartmouth, Franklin Pierce, Keene State, New England, Plymouth State, Saint Anselm's, Southern NH University, and UNH are all members of the Common App.

To view which other colleges use the Common App and to apply to a college with the Common App, visit www.commonapp.org.

Some helpful tips:

- Once you create an account for the first time, write down your username and password somewhere safe. You don't want to lose it!
- Your counselor has your GPA, class rank, SAT scores, and AP scores in the guidance office. Make an appointment if you're unsure about any one of these.
- Make sure that you invite your counselor to write you a letter of recommendation. This is how she is able to fill out the required school form, which includes your transcript.
- You should not customize your essay or make it college specific since one copy of your application will go to all of your schools. The system will allow you to correct mistakes in your essay once after you submitted it and submit to other schools.
- You may edit the Common App after submission to one college and before submission to additional colleges in order to correct errors or update information. There is no limit to application versions; instead you can make unlimited edits to the application with the sole exception of the essay. The essay can have a maximum of three submitted versions. You should not customize the essay for a particular college. College-specific essays will appear on the Writing Supplement.
- You are allowed to submit your online application before your counselor or teachers submit their school forms whether they choose to do so online or on paper. The Common Application system allows recommendations to be submitted even after the application has been submitted.
- If you received a College Board college application fee waiver from your counselor, you should still answer the questions presented in the Common App Fee Waiver section. Doing so will help all of your colleges to identify you as a fee waiver eligible applicant.
- When you take your SATs, please make sure your test results are sent directly to your selected institutions by the testing agency, College Board. Although you can self-report your scores on the application, they are not a replacement for your official scores.

Our school's CEEB code is 300040.

A listing of all BHS's school staff and email addresses can be found at sau3.org/BHS.cfm.

FILLING OUT THE PAPER APPLICATION

The college application should be typed or neatly printed. Do not cross out, write over, or use "white out". Use a photocopy of your application as a rough draft. This application is your request for admission to an institution of higher learning. It should reflect your most conscientious effort.

Your completed application should be returned to the guidance office for review by your counselor. *Make sure to include a check, money order or fee waiver* to cover the application cost (do not include cash). The guidance office will forward your completed application, a guidance counselor recommendation, an official transcript, and additional letters of recommendation to the college or university. A record of the date of submission will be entered in the guidance office file for future reference.

You must insure that requests for school and teacher recommendations are made well in advance of your application deadline. In addition, check your application for additional forms to be given to the guidance office such as mid-year report and final report.

Check the application, college catalogue, or on line site to insure that you are aware of all deadlines outlined by the college. Deadlines of importance are: Application, Standardized Tests (SAT and Achievement), Financial Aid and Housing.

DO:

1. Type or neatly print with a pen
2. Use a photocopy of the application as a rough draft
3. We encourage you to bring completed application to your guidance counselor for review by or before December 1.
4. Check application deadlines of the colleges/universities to which you are applying for possible earlier dates. Deadlines are your responsibility.
5. Have parents review your application and sign where appropriate.
6. Proof read your essay and ask for a second opinion from a teacher, parent or your guidance counselor.
7. Include a check for the amount of application cost.
8. Request recommendations from teachers well in advance of application deadline.

9. Check the application, college catalogue or on line to insure that you are aware of all deadlines, for example: application, financial aid, housing, testing.
10. Make a photocopy of your final application and of any financial aid forms that you send out this year.
11. Bring acceptance letters to the guidance office.
12. Let colleges know if you are or are not going to accept their offer of admission.

DO NOT:

1. Cross out, write over, or use "white out"
2. Use Pencil
3. Send in the application yourself (it will not be complete without an official transcript)
4. Use cash for application fee. It will not be accepted.
5. Miss deadlines.
6. Bring an application to the guidance office the day before it is due.
(It takes us several days to process your application.)
7. Forget to let colleges know of your final decision.

WHAT TO DO WHEN THE ADMISSION DECISIONS COME IN

Inform your counselor of any action by colleges on your applications.

College admissions decisions may not always be favorable. Try not to take an application decision personally. Admissions decisions are made based on the needs of the school and the composition of the applicant pool that year. Sometimes students are denied by schools they would have been admitted to in a previous year. **You are not a failure** if you did not get into a particular school. If you have been careful in your research and investigation of colleges and have followed the rule about applying only to schools you would gladly attend, you will be fine. If you hear negatively from a school that you had considered a safety, see your counselor immediately. Each spring, counselors receive a list of colleges across the country that still has openings.

Seniors should hear from all their schools by April 15 and have until May 1, the Candidate's Reply Date, to let the colleges of your choice know you plan to attend.

When you are sorting out acceptances and trying to decide the school you will attend, it will be helpful to:

1. talk to several people – counselors, friends, current students
2. visit the campuses again
3. compare the courses, activities and other opportunities among the schools and compare expenses and/or financial aid packages.

Be sure to attend the “**Paying for College**” Seminar sponsored by the New Hampshire Higher Education Assistance Foundation on March 21, 2018 at 6:00 p.m. in the Berlin High School Library.

Once the decision is made, you need to send in a deposit by May 1, the candidate's reply date. Courtesy dictates that you inform other colleges that you will not attend.

You may be notified that you are on a Waiting List, which means that the college has many more qualified applicants than they can accept. Wait list status dictates that the admissions officers feel that you can do the work but that there is simply not enough room in the freshmen class. While it does happen that students are removed from the wait list, this is rare. See your counselor for advice.

SAMPLE LETTER REQUESTING RECOMMENDATION

Date

Dear Mr./Mrs./Ms:

I am applying for admission to _____ College/University and would value a letter of recommendation from you on my behalf. I would appreciate it if you would also provide the guidance office with a copy of your recommendation letter in case I should choose to apply to a college using a paper application instead of the Common Application.

Thank you very much for your help in this application process.

Sincerely,

(Your signature)
Your full name – typed
First, M.I., Last

HELPFUL INFORMATION:

I am involved in the following extra-curricular activities:

My career plans are as follows:

I was a student in your class for:

(Copy of this sample letter is available in the guidance office.)

LOCAL SCHOLARSHIPS

Various local businesses, civic organizations, school organizations and individuals make scholarships available to graduating seniors. Each of these scholarships has specific criteria. For example, to qualify for the Northeast Credit Union Scholarships, the student must have been a member for at least one year prior to the date of application. Some scholarships have long term requirements.

Each scholarship application requires some work on the part of the student. In addition to filling in the personal information on the application, many of the scholarships require the student to write an essay, sometimes on a specific subject. Those scholarships that are based on need require some financial information. In the past, some scholarships have gone unclaimed because no student fit the criteria or because students chose not to write the essay.

THE SELECTION PROCESS

Each scholarship specifies who chooses the recipient from among the applicants. Many organizations have their own selection committees. Some prefer that select committees from the school choose from the applicants. Some committees are standing committees; others are ad hoc committees. Each of these is given specific criteria for choosing the recipient. The committees have little latitude, especially for those scholarships that specify certain careers or professions.

Because there are so many varied committees from different organizations, it is difficult to arrange coordination among them. Therefore during Berlin High School's annual award night, it sometimes seems that a few seniors are awarded many scholarships. This, in fact, does happen. Two different businesses may choose the same individual to receive their scholarships. They do not communicate among each other to discuss who their choices are. Individuals and businesses are providing the funds for these scholarships and they control how these funds are disbursed.

THE APPLICATION PROCESS

In the past, the guidance office has made scholarship applications available to seniors during the late winter and early spring. The notices were posted on the bulletin board outside of the guidance office and were read during the daily announcements. Students stopped by when they could pick up the applications. This worked well when there were only a few local scholarships available. With the increase in the number of scholarships over the past few years, this system has become cumbersome.

All local and state scholarships will now be listed in the new **NAVIANCE** program as the guidance office receives notification. Formal applications will be downloaded to this site with criteria regarding eligibility and due dates. **Seniors will be responsible to make copies of the applications and submit to the guidance 3-5 days prior to the due date in order to give us time for processing.**

We ask each student to carefully read the description of each scholarship or program. Some applications will need letters of recommendation to be included for mailing or distribution to local organizations. Make sure to ask teachers or employers in advance for letters to be submitted to the guidance office for your senior files. Seniors should have at least two (2) letters of recommendation on file. Once applications are processed, they will be forwarded to businesses and organizations for their review and determination of recipient(s). At this point no further applications may be accepted.

Some scholarships will be posted near the guidance office but the majority will be on the **NAVIANCE** website. If you have any questions, please feel free to contact the guidance office for assistance.

NCAA ELIGIBILITY CENTER

- If you are planning on playing sports in college (Division 1 or 2), it is important for you to register with the NCAA Eligibility Center. Normally this is done at the end of your junior year or no later than the beginning of your senior year.
- Once you have applied to the NCAA Eligibility Center on line, please advise your respective guidance counselor. Your counselor will then forward your high school transcript to the NCAA.
- After registering, the NCAA will determine your eligibility for college sports.
- Registering will put you on a national database that will let coaches know it's alright to contact you as a prospective athlete.
- **Website – www.ncaa.org or www.eligibilitycenter.org**

FINANCIAL AID 101

Financial aid is money that is given, earned, or lent to help students pay for their education. Financial aid often makes it possible for students to attend colleges that would otherwise be too expensive.

The four categories of financial aid are grants, scholarships, loans, and work-study.

- Grant: money given, usually because of financial need
- Scholarship: money awarded for exceptional academic achievement, outstanding talent, and/or financial need
- Loan: borrowed money that must be paid back
- Work-study: money earned by working at a part-time job

Financial aid is most often awarded in the form of a “package.” Packages, consisting of grants, scholarships, loans, and/or work study, are put together by the college’s financial aid office. Financial aid is often awarded on a “first come, first serve” basis, so complete applications promptly.

Except for merit-based scholarships, financial aid is generally awarded on the basis of financial need. Financial need is the difference between the cost of attending a college and the amount a family can afford to pay.

While the financial aid process can be confusing, there are people who can help. See your counselor for information and all colleges have financial aid counselors available to assist.

To receive need-based financial aid, you must complete and submit the necessary forms. If you’re eligible for aid, the college’s financial aid office will put together a financial aid package for you.

FAFSA (Free Application for Federal Student Aid)

- The FAFSA cannot be filed until after October 1st
- For more information visit www.fafsa.ed.gov and follow the links.

Financial Aid Checklist

Before You File

- Make a list of each school the student is applying to AND the financial aid deadline for each school. These deadlines are usually clearly listed on the school’s financial aid web page. Also make note if the school requires any additional forms such as the CSS P
- rofile or an institutional form unique to that school.

Ready to File

- File the (FAFSA) on or after October 1, 2018 but no later than each school's deadline.
- Have the following items for BOTH the student and filing parents handy when you sit down to file your FAFSA:
 - 2016 tax return
 - All W-2 forms
 - Balances of checking and savings accounts
 - Balances of all non-retirement investments (or funds not in an IRA) such as: money markets, mutual funds, CD's, stocks, savings bonds, 529 college savings accounts, UGMA or UTMA accounts
 - If you own any property(s) IN ADDITION to the home that you live in (i.e. a vacation home, rental property, camp, time share, etc.) then you need to calculate the equity (current value *minus* what you owe) in the EXTRA property (s) NOT YOUR PRIMARY RESIDENCE
 - A list of all the schools the student is applying to
- You may file the FAFSA electronically using FAFSA on the Web which contains built-in edits to help prevent costly mistakes, at www.fafsa.ed.gov. You may also file a paper FAFSA that can be downloaded from www.FederalStudentAid.ed.gov.
- If required by the school, complete and submit all additional financial aid paperwork (CSS Profile and/or Institutional forms) before all school deadlines.

Verification

- Verification is a process by which a college may request additional financial or tax information from a family. Promptly respond to any school requests for additional information or documentation as any delay can hold up the financial aid process. Example: You may be asked to submit a Tax Transcript (a summary of the tax information the Financial Aid Office needs to verify that the FAFSA was completed accurately) or utilize the IRS Data Retrieval Tool found within the FAFSA form (this tool allows families to import necessary information directly from their tax forms by linking to the IRS site). Families are no longer able to mail a hard copy version of their taxes to the Financial Aid Office if selected for verification.

Corrections to Your FAFSA

- The Student Air Report (SAF) will be sent to the student via e-mail or can be viewed online at www.fafsa.ed.gov within 3 days of your submission. Review your SAR for accuracy.
- If necessary, correct inaccurate items online at www.fafsa.ed.gov. Once you have made the corrections and hit submit, the new information will automatically be sent to your selected schools.

Financial Aid Award Package

- Each school that the student has been accepted to will send a financial aid award (this can come 3-6 weeks after the acceptance letter). Some schools send the letter via mail and others send it to the student's e-mail; so be on the lookout.
- Read all financial aid notifications. Most financial aid awards have conditions for receipt for renewal, such as earning a certain grade point average or being enrolled full time. Details are important. *Be sure to read carefully to avoid costly mistakes!*
- Some schools require a student to accept the award package by either signing/returning the award letter or accepting it electronically. If this action is required, promptly accept the award package from the school your student will be attending.
- Contact the Financial Aid Office with any questions about your award. Remember to keep copies of all financial aid materials for future reference.
- If the student accepts more than one award package from more than one college, notify the financial aid office as soon as the student decides not to attend one of the schools.

CSS PROFILE (College Scholarship Service)

- This form is required by many private schools
- The form can be obtained online at <http://student.collegeboard.org/css-financial-aid-profile>

ADDITIONAL FINANCIAL AID FORMS

- In addition to the previously mentioned forms, some schools may have supplemental Financial Aid forms included with their application.

FINANCIAL AID SUPPORT

NHHEAF (New Hampshire Higher Education Assistance Foundation)

- NHHEAF is a non-profit agency that can assist you with all aspects of the college process including Financial Aid. NHHEAF is located in Concord and can be reached at 1-800-525-2577 ext. 119 or online at www.nhheaf.org

FINANCIAL AID OFFICE

- The Office of Financial Aid at the schools to which you are applying can be of assistance should you have any questions.

SAMPLE RESUME

Sarah Smith

1000 Blanchard Street, Berlin, NH 03570
ssmith@aol.com – 555-555-5555

Objective

Outline a brief goal for this resume: what job are you looking to get/what experience is important to you?

Education

Berlin High School
Berlin, NH
High School Diploma – 2017

Professional Experience

Cashier – Greet guests, run the cash register, and pack groceries into bags
September 2014 – Present
Berlin Marketplace, Berlin, NH

Babysitter- Watch neighbors two young children, feed them dinner, get them to bed
September 2015 – Present
Private Residence, Berlin, NH

Skills

- Timely
- Thorough in completing work
- Understands and accepts directions
- Can work independently or collaboratively
- Adept at using modern technology

Achievements

- Active member in Key Club, 2014, 2015, 2016
- Class officer for the junior class, 2015
- Honor roll, 2014, 2015, 2016

References

Joe Smith – Manager of Front End, Berlin Marketplace
555-555-5555
154 East Street, Berlin, NH

Jane Doe – Neighbor
555-555-5555
112 East Street, Berlin, NH

