

# Online Scholarship Protocol

Through the generosity of individuals, businesses, and civic organizations, scholarships are available to HCC students. These scholarships are established with gifts from donors to the Foundation and are either endowed or non-endowed. Criteria for awarding the scholarships are specified by the donor in conjunction with the college. Endowed scholarships are generated through the investment of permanently-held principals so that only the income from the principal is used for scholarship awards. This enables the scholarship to exist in perpetuity. Non-endowed scholarships are those for which all funds are dispersed as scholarships rather than as long-term investments. These scholarships are sometimes referred to as annual gifts.

Most institutional scholarships are awarded on the basis of financial need. A listing of scholarships currently available is located on HCC's website at [www.haywood.edu](http://www.haywood.edu), Click on Current or Prospective Students/Financial Aid/Scholarships/Scholarships by Department.

Online/Distance Learning students may apply for scholarships by following the steps listed below:

Step 1. Complete the Free Application for Federal Student Aid (FAFSA) for the appropriate academic year. Students need their prior year federal tax forms including W2s along with information about any untaxed household income in order to complete the FAFSA. Log on to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and follow the instructions to request a PIN number for all persons responsible for signing the FAFSA. These PIN numbers are necessary to submit signatures electronically after completion of the FAFSA form. Answer all of the questions on the form, submit the form and print a copy for your records. Be sure to put the Title IV school code for the college(s) you wish to receive the results.

**HAYWOOD COMMUNITY COLLEGE TITLE IV SCHOOL CODE IS 008083.**

Step 2. Apply to Haywood Community College (HCC) on line at [www.haywood.edu](http://www.haywood.edu) under Quick Links. Students must be fully accepted into an eligible degree-seeking program in order to receive scholarships. All diploma and associate degree programs are eligible and selected certificate programs ([www.haywood.edu](http://www.haywood.edu), select Prospective Students, select Financial Aid, select Certificate Programs Approved for Financial Aid).

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Step 3. Complete an HCC Scholarship Application which includes a brief 100-word essay. Students need complete only one HCC Scholarship Application per academic year in order to be considered for all institutional scholarships for which they meet the criteria.

These scholarship applications may be downloaded and printed from the HCC website at [www.haywood.edu](http://www.haywood.edu). Click on Apply for Scholarships under “Quick Links”. Completed applications may be faxed to the Financial Aid Office at 828 627 4513 or mailed to FAO/Haywood Community College/185 Freedlander Drive/Clyde, NC 28721. Students may also request that a scholarship application be mailed to them. These requests may be made via phone, email or mail.

Step 4. Scholarship applications are due in the Financial Aid Office by May 1. The majority of HCC’s scholarships are awarded by July 1. Students may continue to apply for scholarships throughout the academic year and are considered for other scholarships as they become available.

Step 5. The scholarship committee meets as needed to select recipients. Scholarship recipients are notified by mail by the HCC Foundation Office. Online students must complete the notification form and mail it, along with a thank you note for the donor, to the Foundation Office (HCC Foundation Office/Scholarships/185 Freedlander Drive/Clyde, NC 28721).

Step 6. Upon receipt of the signed notification form and thank you note, the Foundation will notify the Financial Aid Office and the award information will be loaded to the student’s account. Once the student registers for classes, the tuition and fees will be automatically charged against the award to the extent that funds are available. The student is responsible for any charges remaining after all of the scholarship and/or financial aid is used.

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