

# Table of Contents

<b>Step 1: Financial Aid Basics</b>	<b>1</b>
• What is Financial Aid?	2
• Types of Financial Aid	2
• How financial aid is awarded to students.	5
• Financial Aid Forms	7
• How to reapply and renew your financial aid	9
• Financial Aid Limitations	10
• Financial Aid Myths	11
• Financial Aid Phases	15
<b>Step 2: Personal Assessment</b>	<b>16</b>
• Part 1: College Plans	17
• Part 2: Personal Profile	26
• Part 3: Family's Background	31
• Part 4: Educational Background	37
• Part 5: Extracurricular Activities	45
• Part 6: Work and Volunteer Experiences	53
• Part 7: References	60
• Part 8: Scholarship Resume	67
<b>Step 3: Scholarship Search Strategy</b>	<b>73</b>
• Scholarship Categories	74
• Unclaimed Scholarships	74
• When to start your scholarship search	74
• How many scholarships to apply for	75
• Scholarships' eligibility requirements	76
• Why a \$500 Scholarship can make a difference.	76
• Don't tell your little secret	78
• How to increase your chances of winning scholarships	79
• How to organize your scholarship search	79
• How to create your scholarship strategy	82
• Where to look for scholarships on web sites	83
• Is Your Scholarship Tax-Free	83
• Beware of Scholarship Scams	84
• Report a Scholarship Scam	85

## The Scholarship Workbook™

<b>Step 4: Financial Aid Sources</b>	<b>86</b>
• Parents & Students	87
• Financial Aid Workshops	87
• High School Resources	88
• College Resources	89
• Types of School-sponsored Financial Aid	91
• U.S. Department of Education	92
• State Higher Education Agencies	92
• Private Lenders	93
• College Savings Plans	94
• Education Tax Benefits	94
• Military Education Benefits and Programs	95
• Libraries and Librarians	96
• SAT & ACT Exams	96
• Internet Scholarship Search Directories	97
• Banks / Credit Unions	98
• Employers	98
• Volunteer - Make a Difference	99
• Public Officials	99
• Organization, Associations, Unions	99
• Chamber of Commerce	99
• Conventions / Trade Shows / Conferences	100
• Scholarship, College and Industry Directories	100
• Magazines	101
• Newspapers	101
• Churches/Religious Organizations	101
• Internships / Co-Op Programs	101
• Financial Planners	102
<b>Step 5: Winning Scholarship Application</b>	<b>104</b>
• Obtaining an Application	105
• Keeping Track of the Application	106
• Application Components	106
• Supporting Documents	106
• Scholarship Essay Questions	109
• Completing the Application	114
• Completing an Online Application	114
• Creating a Competitive Application	114
• Putting the Application Package Together	115
• Submitting Your Application - On-time	116
• The Waiting Game	117
• Scholarship Interview	117
• Preparing for the Interview	118
• Interviewing Do's and Don'ts	118
• After the Interview	119
• After Winning a Scholarship	120

## **The Scholarship Workbook™**

- Scholarship Disbursement 120
- Renewing Your Scholarship 121

### **Step 6: Free Application for Federal Student Aid (FAFSA) 122**

- The purpose of the FAFSA 123
- What is your Expected Family Contribution? 123
- Types of Federal Student Aid Programs 123
- StudentAid.gov 126
- Who's eligible for federal student aid 126
- When to submit the FAFSA 127
- Required documents needed to complete the FAFSA 127
- Important information about your Federal Income Tax Form 128
- How to submit the FAFSA 129
- How to sign the FAFSA 131
- How to obtain a PIN 131
- FAFSA's Processing Time 132
- Caution – Beware of Fake FAFSA Websites 133
- Need Help? FREE Help is Available 134
- What happens after submitting your completed FAFSA 135
- Federal Student Aid Restrictions and Limitations 138
- How to reapply for Federal Student Aid 143

### **Step 7: Financial Aid Award Letters 145**

- What is a financial aid award letter 146
- How to decode and compare your financial aid award letters 151
- How to calculate and compare each college's out-of-pocket costs 156
- How to estimate your college's student loan debt 157
- Make A Final College Decision 160
- Appeal Your Financial Aid Package 164
- Financial Aid Appeal's Result 166
- Report Outside Awards 167
- How Financial Aid Is Disbursed 168
- Don't Lose Your Financial Aid 169
- Renewing Your Financial Aid 170

### **Appendix 172**

- Types of Post-secondary Schools 173
- Types of Certificates, Diplomas and Degrees 175
- Track Forms and Worksheets 178