**Scholarship Information and Tips 2021**

**I am hoping this information will help with the scholarship process. A presentation to go over the local scholarship website and other information, will happen in the month of March. If there are any questions pertaining to scholarships, my email is below.**

• Scholarships are a great way to help fund your post-secondary education, as you know continuing your education is very costly.

• With time and effort, you can receive money that will help offset the cost of next year.

• There are still some scholarships that are pending; with budgets ending on March 31st, there are some that we are awaiting confirmation. Some amounts **will not be updated until May**. Amounts are approximate on the site anyway. Some could be less or more. It depends on the donors.

• St. Stephen has done very well in the past in scholarship earnings:

 Class 0f 2020 $380,785.00 35 students

 Class of 2019 $278,460.00 39 students

• Class of 2018 $237,700.00 37 students

• Class of 2017 $504,000.00 46 students

 • The 2021 graduating class is composed of 126 students. Unfortunately, the money doesn’t go to everyone, but if you are willing to take the time to go through the scholarship application process, you may receive some scholarship money to help you financially. Remember, **academics is not the only thing donors look for.**

• **You** have to do the scholarship application process on your own; your parents can encourage you, remind you, guide you, review, but in the end, the work has to **be done by you.**  **Applications should not be filled out by your parents/guardians.** This way, if you receive the scholarship, it will mean more to you, as you know you put the time and effort in.

• Reference letters – ask ahead of time! **Do not ask someone a couple of days before the deadline** **to do a reference letter for you.** Make sure you ask someone that knows you well and they can write a positive letter about your personal attributes and your school and community involvement.

• **How to access the Regional and Local Scholarship Lists:**

 Search the St. Stephen High School Website

 Click on the Academic tab. A drop-down menu will appear. Then you may select either Regional or Local.

• Regional Scholarships include the county, province, Atlantic Provinces and National. The pool is bigger for applicants, but this does not mean you shouldn’t apply.

 Once you have clicked on the Regional tab, it will bring you to a page with an excel scholarship icon.

 Click on the icon. It will take a few minutes to download.

 To search scholarships, click on the month tabs at the bottom. The scholarships are organized by monthly due dates.

 Each scholarship will have a description. Read the description carefully to see if you qualify.

 Each one will have a link for you to click, which will bring you to the application and directions on how to apply and what is needed. A deadline is a deadline when dealing with scholarships. If you need to mail, take into account how many days it will take for the committee to receive your application.

• Local Scholarships – school specific – given to graduating St. Stephen High School students.

 Click on the local tab.

 A list will appear of all of our local scholarships.

 As mentioned before, the website will be updated over the next several weeks, as donors confirm. **Do not apply for scholarships that do not have updated beside them**. This process takes time and there may be changes, along with some not being offered this year. Students should check back regularly.

 **The generic application at the top of the list, which is used for many, is an updated copy.** Students may download and complete**. I**t’s recommended students download the file, as they can fill out the application once, instead of rewriting one each time**. Remember to change the scholarship title each time you work on a new scholarship. We have had students forget in the past, which causes confusion for the donors when going through the applications.**

The scholarships are listed by due date.

 Each scholarship has a title, due date, approximate amount, who to send the application to, description/criteria and which application to use.

 You will use either the generic application or a special application. As mentioned, the generic application is at the top of the site. All the special application forms are at the bottom under the last scholarship. Remember, before using the special application, make sure the scholarship is updated! **The special applications, will not be updated until the scholarship has been confirmed.**

• Very important to read through the scholarship descriptions and do EXACTLY what they ask, no more no less. There is no need for a fancy folder or extra paperwork. **Donors only want what they ask** **for.** Having the paperwork stapled neatly in order or paper clipped is fine. **Some applications will ask you to mail and some you may drop off to Pam Gullison, who then forwards the applications to the donors after the deadline. Please make sure the scholarship name is on your application. This will make sure Pam gives your application to the correct person. Applications will not be accepted after the deadline!!**

• Use your phone or a planner to help keep track of the scholarship deadlines.

**• Make sure you sign the applications and cover letter. This is very important. This proves you took the time and effort to complete them.**

• Each student will be responsible to go through the regional and local scholarships themselves to see which ones they are eligible for. This takes time. There are many to go through, so start now. The first local scholarship is due in April. Remember, you will be mailing some of the applications, so make sure you leave a few extra days, so they get there on time.

• **“Preference” - just because it says that the scholarship is for someone going on to study something specific or another criteria, it does not mean you cannot apply for it.** Sometimes all the applicants who apply, do not meet the preference indicated, therefore, you may receive the scholarship.

• Cover letters; make them SCHOLARSHIP SPECIFIC, meaning in your cover letter, mention the things they are looking for. For example, the Irving Randall Todd Scholarship mentions attending Milltown Elementary. In your cover letter, if you attended this school, put it in your cover letter. Examples of cover letters can be found online. It should be no longer than a page. The first paragraph is an introduction of yourself and explaining your future aspirations. Next paragraph, depending on the criteria of the scholarship, could be your academics and school involvement. The third paragraph could be your community involvement. As I said, it depends on their criteria; what they are looking for. Lastly, the ending paragraph would be how this would help financially and to thank them for the opportunity to apply.

**• It is a myth that we sit around a table and choose the recipients; the money comes from our community and their organizations make the decisions. Yes, they may ask for specific information about the applicants, for example, overall average, behaviour in school, but their committee makes the decision on who receives the scholarship.**

• When you do receive a scholarship, we strongly recommend that you write a thank you note. Not only does it show your appreciation, but it puts a good feeling with the donor to keep giving money to SSHS graduates. Remember, most addresses are on the website. If not, politely ask when they contact you. Also, if you do receive any local scholarships, you will receive a scholarship envelope at graduation with all the information inside, along with thank you cards.

• **Reminder – the website can change from day to day. Keep checking!! Please be patient, as it takes time for donors to get back with the information. Some may not be offered this year, so it is so important you work on the applications of the ones that are currently updated.**

 **Also, applications will be asking for a transcript. See me if you need a copy. You may photocopy a transcript to use multiple times. Please make sure it is signed by me. Please make sure you give me a few days, as second semester is very busy and I may not be able to get one to you that day. Do not leave it to the last minute!**

I realize this is a lot of information and may be a bit overwhelming, but I will be having a presentation in March to go over everything, but in the meantime, use this as a reference. If you have any questions, please contact me – Tricia.Calder@nbed.nb.ca

**2021 GRADS……YOU GOT THIS!!**